Tenmast Software

Because Software Should Be Simple!

132 Venture Court, Suite 1
Lexington, KY 40511

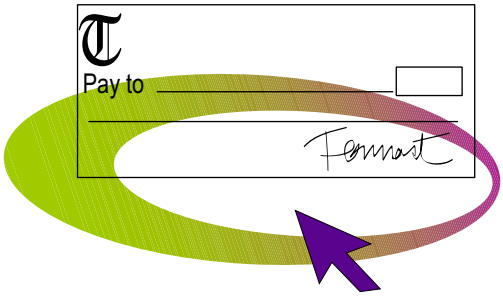
http://www.tenmast.com

Support: (877) 359-5492
support@tenmast.com

Marketing: (877) 836-6278
info@tenmast.com

Fax: (859) 367-7480

# WinTen Master Setup




## User Manual Version 9/15/2003

## For Program Version 9/15/2003 and later

©2002-2003 Tenmast Software

**©2002-2003 Tenmast Software. All rights reserved.**

WinTen Master Setup User Manual

This manual, as well as the software described in it, is furnished under license and may be used and/or copied only in accordance with the terms of such license. The content of this manual is furnished for informational use only, is subject to change without notice, and should not be construed as a commitment by Tenmast Software. Tenmast Software assumes no liability for any errors or inaccuracies that may appear in this manual.

Except as permitted by such license, no part of this publication may be reproduced, stored in a retrival system, or transmitted, in any form or by any means, electronic, mechanical, recording, or otherwise, without the prior written permission of Tenmast Software. Permission to produce copies for official use is expressly granted to organizations and individuals with a current Update and Support Agreement with Tenmast Software for the maintenance and support of Tenmast Software's WinTen Master Setup program.

Any references to company, housing authority, or individual names or identities in examples or screen images are for demonstration purposes only and are not intended to refer to any actual organization or person.

# Contents


**Introduction** **1.1**

**Program Overview** **2.1**

**Main Menu** **2.3**

**Maintain Fund IDs** **3.1**
Maintain Fund IDs Screen 3.2

**Maintain Due To/Due From Accounts** **4.1**
Maintain Due To/Due From Accounts Screen 4.3

**Maintain Bank Accounts** **5.1**
Maintain Checking Accounts Screen 5.2
General Tab 5.3
Direct Deposit (ACH) Setup Tab 5.5
Direct Deposit (ACH) Transmissions Tab 5.8

**Maintain Account Segments/Values** **6.1**
Maintain Account Number Segments Screen 6.3
General Tab 6.3
Segment Values Tab 6.6

**Security** **7.1**
WinTen Security Screen 7.2
User Sub-Tab 7.4
Program Tasks Sub-Tab 7.6

**Display Program Status** **8.1**
Program Status Screen 8.2

**Reports** **9.1**
Reports Screen 9.2

**Reindex Master Setup Data** **10.1**

This page intentionally left blank.

# Introduction

The WinTen Master Setup module is a data management program designed for use on computers running the Windows 95, 98, ME, NT, or 2000 operating system. The interface is designed for use in a Windows environment and includes point-and-click mouse actions, pull-down menus, and Windows-based help functions. This manual contains all of the information you need to use the WinTen Master Setup module.

## Version Information

This manual is written for the 9/15/2003 release of Master Setup. It does not apply to previous versions of the program (including MS-DOS-based ones) and some sections may be inaccurate with regards to later versions.

Whenever Tenmast issues an update to this program, we will notify your agency through email. If you have a current Update & Support Agreement for this program, you may download and install the update through the Tenmast Update Manager program. During the download and installation process, Update Manager will notify you of the changes to the program.

We periodically update this manual to reflect significant changes to the program. You may download this updated documentation from our Web site at no charge.

### Hint: Downloading Manuals

*You can find the current version of this manual in the Client Service Area of our Web site at http://www.tenmast.com. All manuals are available in PDF file format. You must have version 4.0 or newer of Adobe Acrobat Reader to open and print manuals. You can also order printed copies of the manual through our Marketing/Communication Services Department.*

## Getting Help

Though we have made every effort to make this manual as comprehensive as possible, no document can cover all contingencies. If you encounter problems with Master Setup, call the Tenmast Training & Support Department toll-free at (877) 359-5492 or send email to support@tenmast.com.

## Revisions

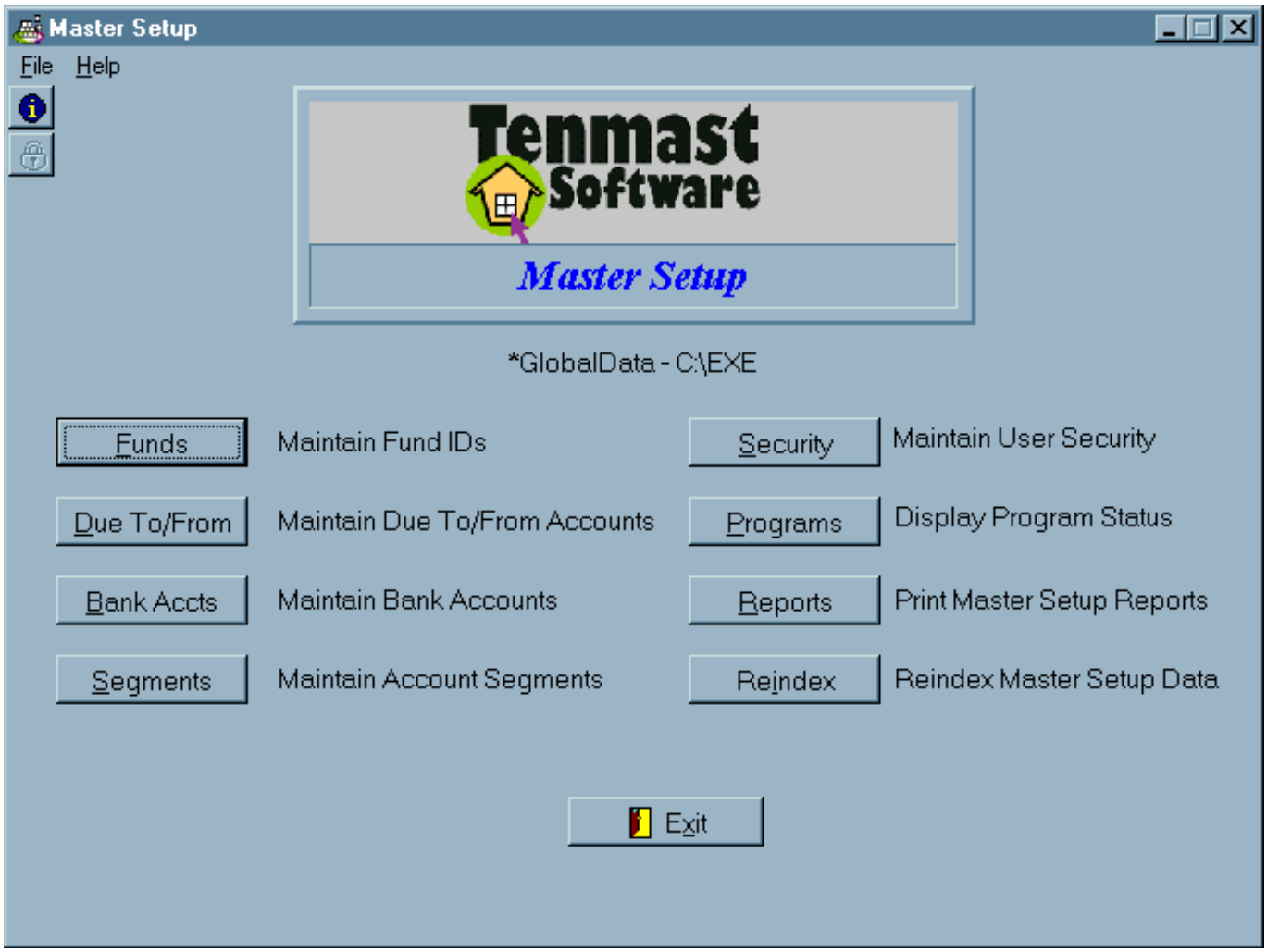
To better serve our clients, we constantly update our manuals, just as we constantly make improvements in our programs. If you find an error or omission in this documentation or have a suggestion for improving it, call the Tenmast Marketing/Communication Services Department toll-free at (877) 836-6278 or send email to info@tenmast.com.

# Program Overview

The WinTen Master Setup program configuration management program for the WinTen software suite. Master Setup controls the settings that apply to other WinTen programs regardless of the data area in which they are currently operating. These include agency-wide accounting standards, program operational status, and individual user security configurations.

# Main Menu

The Main Menu is the starting point for using each function of the Master Setup program. This manual details each of these functions in its respective chapter.



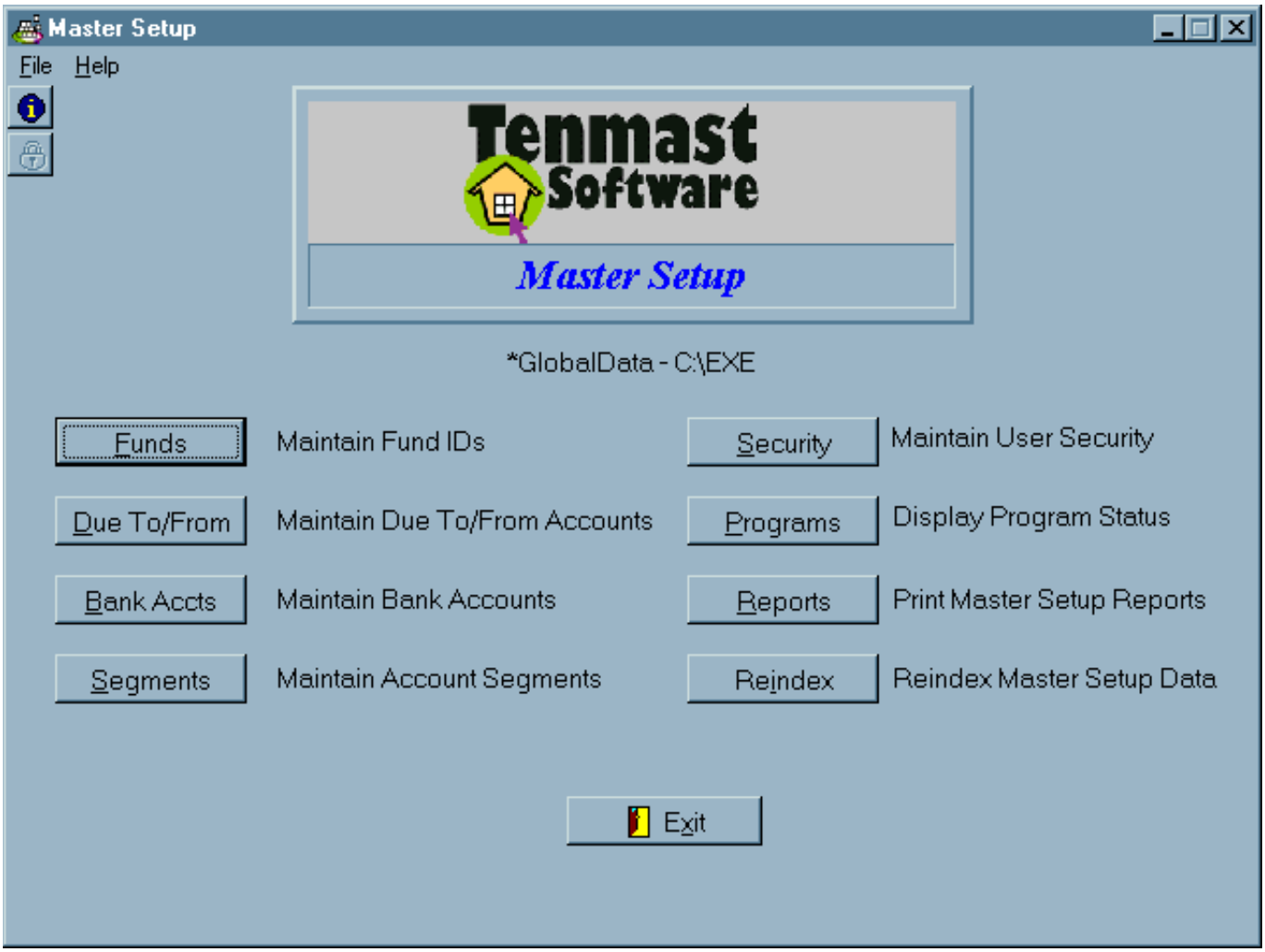
# Maintain Fund IDs

In the WinTen programs, the data for each fund from which your agency operates is assigned to its own data area on your network. For example, you have separate data areas for your Section 8 and Public Housing operations. This allows you to keep your financial information for these funds separate. The WinTen programs also contain a multi-distribution and fund allocation feature that allows you to post a given transaction to multiple accounts and across multiple funds.

When you are first setting up the WinTen programs, or when you start a new funding program, you need to establish a data area for each fund. Once the new data area is installed, you then need to add a new fund ID for that data area to your Master Setup. The WinTen programs use the fund ID to refer to the related data area and fund. To maintain fund ID data, press <F> or click the Funds button at the Main Menu.

### Hint: How do we create a new data area?

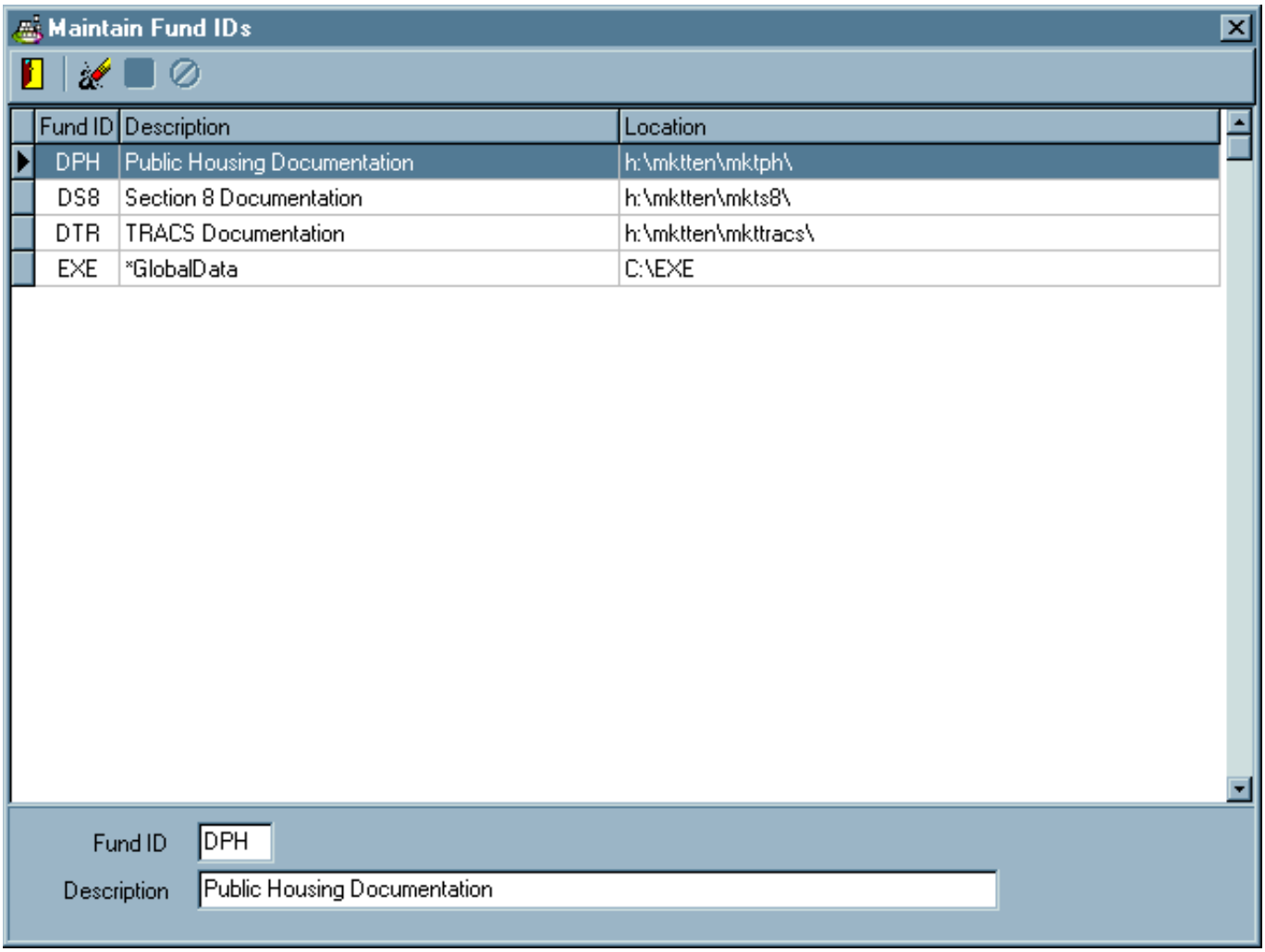
*Data areas are complete database storage areas for portions of your agency's data. Because each data area is a separate database, your annual support fees are partially determined by the number of data areas on your system. Contact Tenmast to create a new data area or to consolidate or close out an existing one.*



# Maintain Fund IDs Screen

The Maintain Fund IDs screen contains a table of the fund ID, description, and location of each data area on your local hard drive or network.

To edit the Fund ID and Description of a data area, select the data area's information and click the Edit icon. Edit the data in the fields at the bottom of the screen, then click the Save icon to save your changes or the Cancel icon to cancel them.



## Maintain Fund IDs Screen Data Fields

**Fund ID**
This is the three-character ID that the WinTen programs use to refer to this fund.

**Description**
This is the description of this fund/data area that will be displayed on the Main Menu screen of the program when a user of any of the WinTen programs selects a data area in which to work.

**NOTE: You cannot add a new data area, edit data area locations, or delete an existing one from this screen. Tenmast must do this for you. From this screen, you can only edit the fund IDs and descriptions for existing data areas.**

# Maintain Due To/Due From Accounts

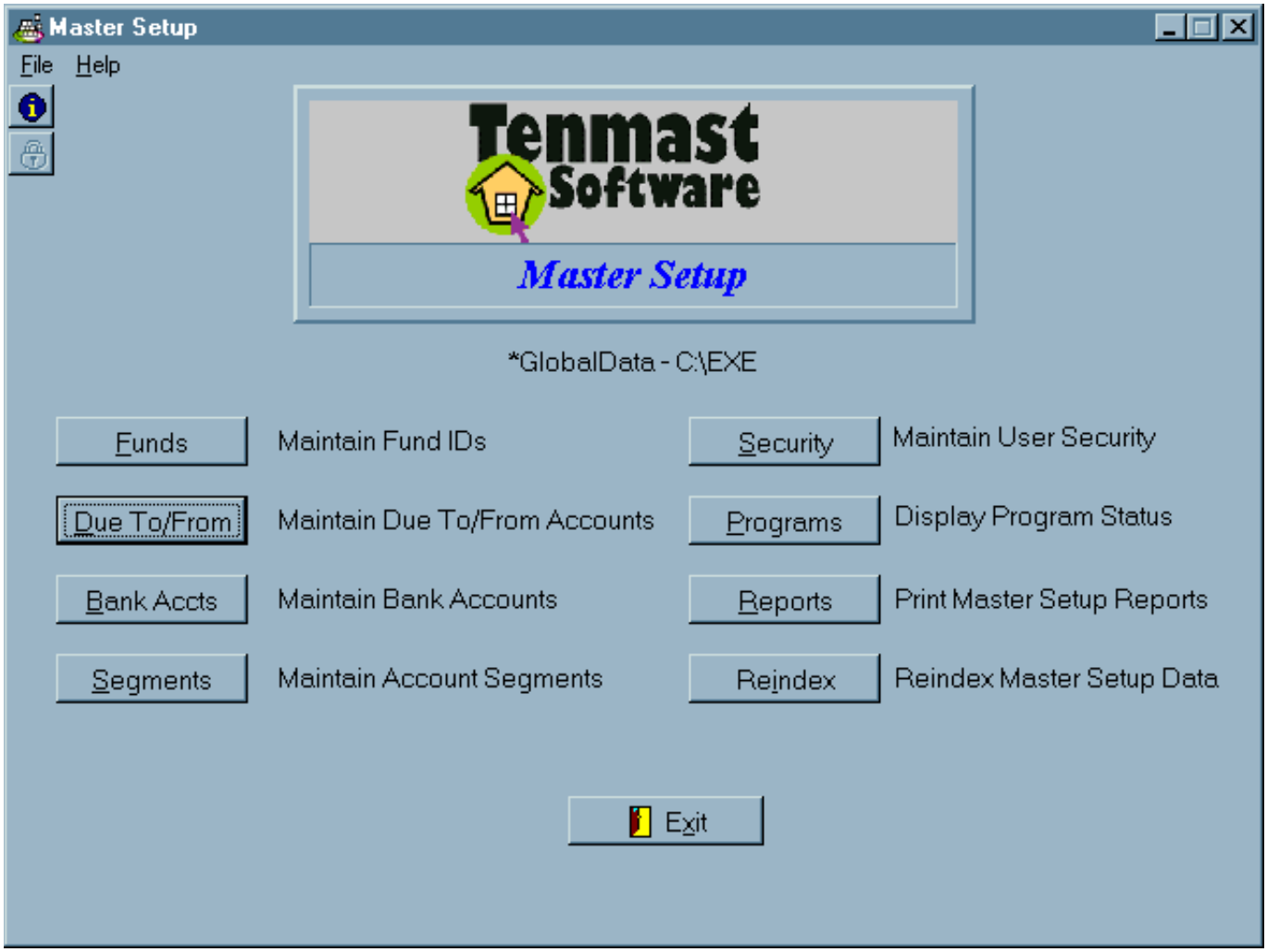
When you are performing multi-fund accounting, as many housing agencies do, each fund must be in balance by itself. When a transaction occurs that involves two or more funds, accounting entries must be made that "transfer" money from one fund to the other(s) in order to keep them in balance. For example, when you pay an invoice for a Public Housing program expense from your revolving (general operations/admin) fund, you need to "transfer" the amount of the invoice from the Public Housing fund to the General fund in order to keep your books in balance. The invoice may cover expenses for multiple funds, in which case you need to "transfer" the correct amounts from each fund to the General fund.

There are a couple of ways to accomplish this. On one hand, when you record a transaction in the system, you could also make an equal entry (or a group of entries whose combined total equals the first entry) in the fund or funds necessary to keep all funds in balance.

On the other hand, you could create a system of coded links between all of the funds so that every time you record a transaction that affects multiple funds, the system makes equal, balancing entries in the appropriate funds and accounts. The "due from/due to" account function of the WinTen programs does just that.

Essentially, a due from/due to account is a permanent link you create in the program which connects one fund and account to another fund and account. In fact, the Master Setup program automatically creates a due from/due to link from every fund in your system to every other fund in your system, based on the funds you set up using the Maintain Fund IDs function. Once those links are created, the WinTen programs can generate the balancing fund entries you need to make each time you enter a transaction in the system.

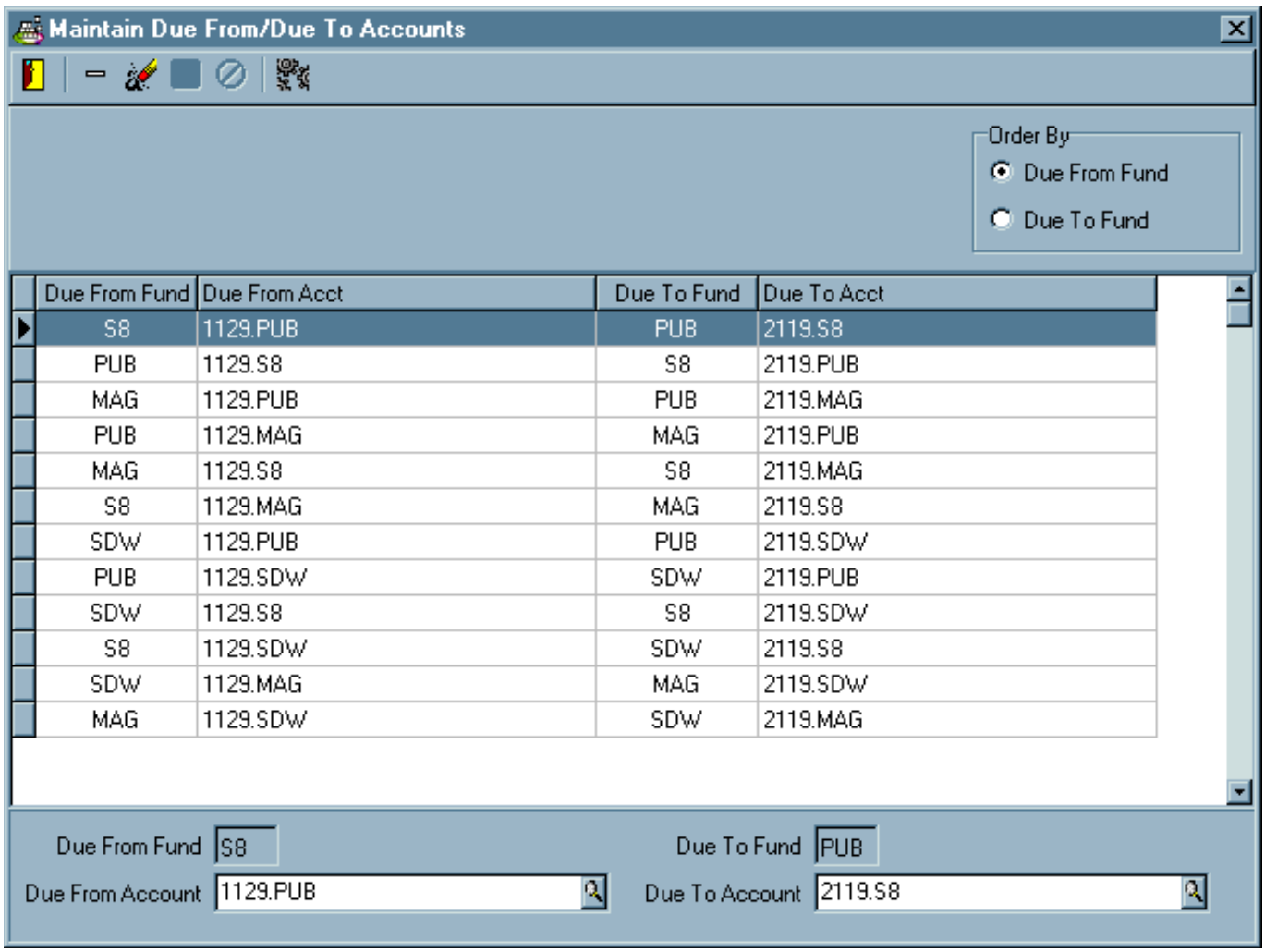
A single “due from/due to account” consists of a due from fund and due from account and due to fund and due to account. To set up these accounts, click the Due To/From button or press <D> at the Main Menu.



# Maintain Due To/Due From Accounts Screen

This screen allows you to edit the due from/due to account relationships that Master Setup establishes. As discussed previously, the Master Setup program automatically generates a complete set of due from/due to links from each fund in your system. Use this screen to add and edit the account numbers within each fund that will be used to make the balancing transfers when transactions are entered in the system. Whenever your fund IDs change, Master Setup automatically updates this table.

**NOTE: You can only edit the Due From and Due To accounts on this screen.**



**NOTE: In rare instances, you may delete a fund from your system (for example, if your Section 8 operations split off from your agency and form their own agency, the Section 8 fund is no longer necessary). When the fund is deleted from the system, the due from and due to links to the fund will be "orphaned." In such an event, the Delete button will become active, allowing you to delete the orphaned Due From/Due To links. Otherwise, you cannot delete a Due From/Due To account.**

## Due From/Due To Screen Icons

**Rebuild Missing Accounts Icon**

Click this icon to have Master Setup search all data areas' General Ledgers to ensure that all accounts to which this table refers actually exist in a General Ledger.

## Due From/Due To Screen Data Fields

**Due From Fund**

This is the fund that will be debited as a result of a cross-fund transaction with the selected due to fund. You cannot edit this field.

**Due From Acct**

This is the account within the due from fund where the debit entry will be recorded. The default account number is 1129. You can enter another account number or click the magnifying glass at the right side of the data field to open the Select Account dialog box (see discussion below).

**Due To Fund**

This is the fund that will be credited as a result of a cross-fund transaction with the selected due from fund. You cannot edit this field.

**Due To Acct**

This is the account within the due to fund where the credit entry will be recorded. The default account number is 2119. You can enter another account number or click the magnifying glass at the right side of the data field to open the Select Account dialog box (see below).

## Editing Due From/Due To Links

To edit the accounts associated with each due from and due to fund, click on the row containing the due from/due to fund account you want to edit, then click the Edit icon. When you click on the row, the associated due from and due to funds and accounts appear in the edit fields at the bottom of the screen. Make your changes by clicking in those fields and entering the correct data. When you are done, click the Save icon to save your changes or the Cancel icon to cancel them. The table will change to reflect the changes you saved.

### *Select Account Dialog Box*

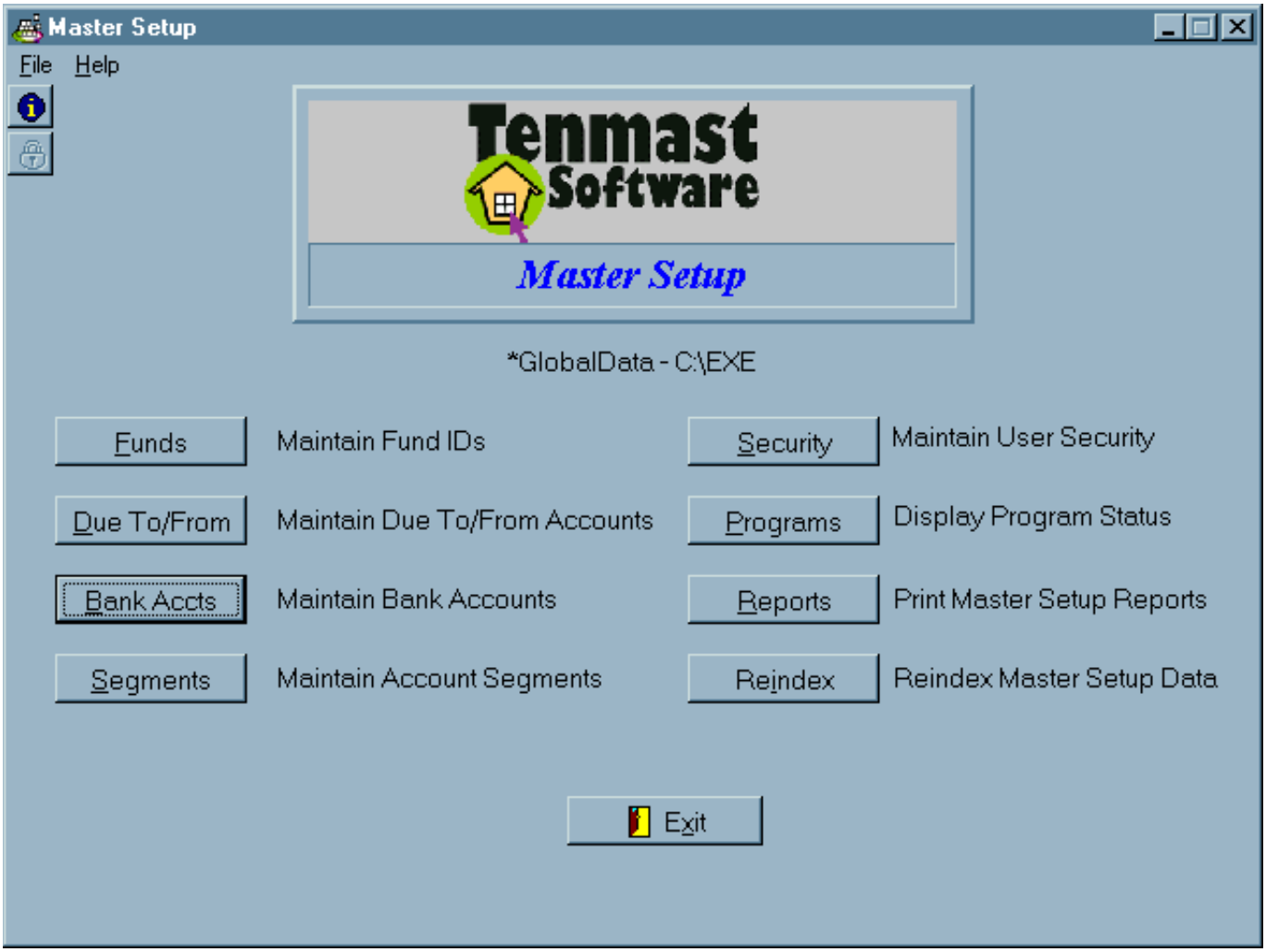
When you click the magnifying glass icon on an account number data field, the Select Account dialog box appears. This dialog box is used in several of the WinTen financial management programs to help you find the proper General Ledger account (or, in some other programs, the proper multi-distribution table) you want to enter in the data field. To select an account number from the dialog box, click on it and click the OK button.

To search the table for a specific account number, enter the account number, or a portion of the account number, in the left hand data field at the top of the dialog box and click the Go button. To search the table by an account description, enter the description in the right hand data field at the top of the dialog box and click the Go button. In either case, the table will display only those accounts that match the search target.

# Maintain Bank Accounts

Most housing authorities use a very small number of checking accounts (sometimes just one) to pay all their invoices, regardless of which program or fund in their operation incurred the expenses in question. This means that several funds may be drawing from the same bank account. In order to ensure that transactions affecting the checking account(s) are recorded properly, you will need to define the General Ledger account numbers where you want to record each bank account transaction.

The Maintain Bank Accounts feature allows you to define a General Ledger account number for each bank account your agency uses so that checks can be recorded in the correct General Ledger fund account. To use this function, click the Bank Accts button or press <B> at the Main Menu.



# Maintain Checking Accounts Screen

The top half of this screen displays a table of all checking accounts that are currently associated with a General Ledger account number in the program. The bottom half of the screen changes depending on the tab selected. This screen has three tabs: General, Direct Deposit (ACH) Setup, and Direct Deposit (ACH) Transmissions.

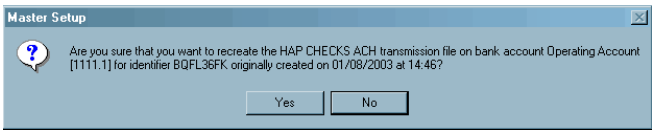
## Maintain Checking Accounts Screen Other Functions

The following Other Functions menu options are available on all three tabs of the Maintain Checking Accounts screen.

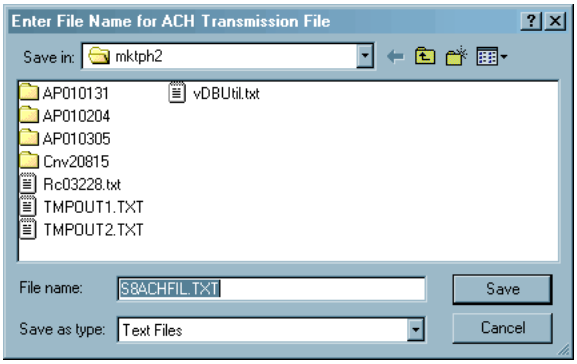
**Recreate ACH Transmission File**

This function recreates the selected ACH (direct deposit) transmission file for the selected checking account. You can use this function to create a new copy of an ACH transmission file Note that you can only select a specific ACH transmission file from the Direct Deposit (ACH) Transmissions tab. If you select this option from the General or Direct Deposit (ACH) Setup tab, it will default to the last transmission file created.

When you select this option, a confirmation dialog box opens that asks you if you are certain you want to recreate the selected file. Review the unique identifying information to be certain that you have selected the correct file.

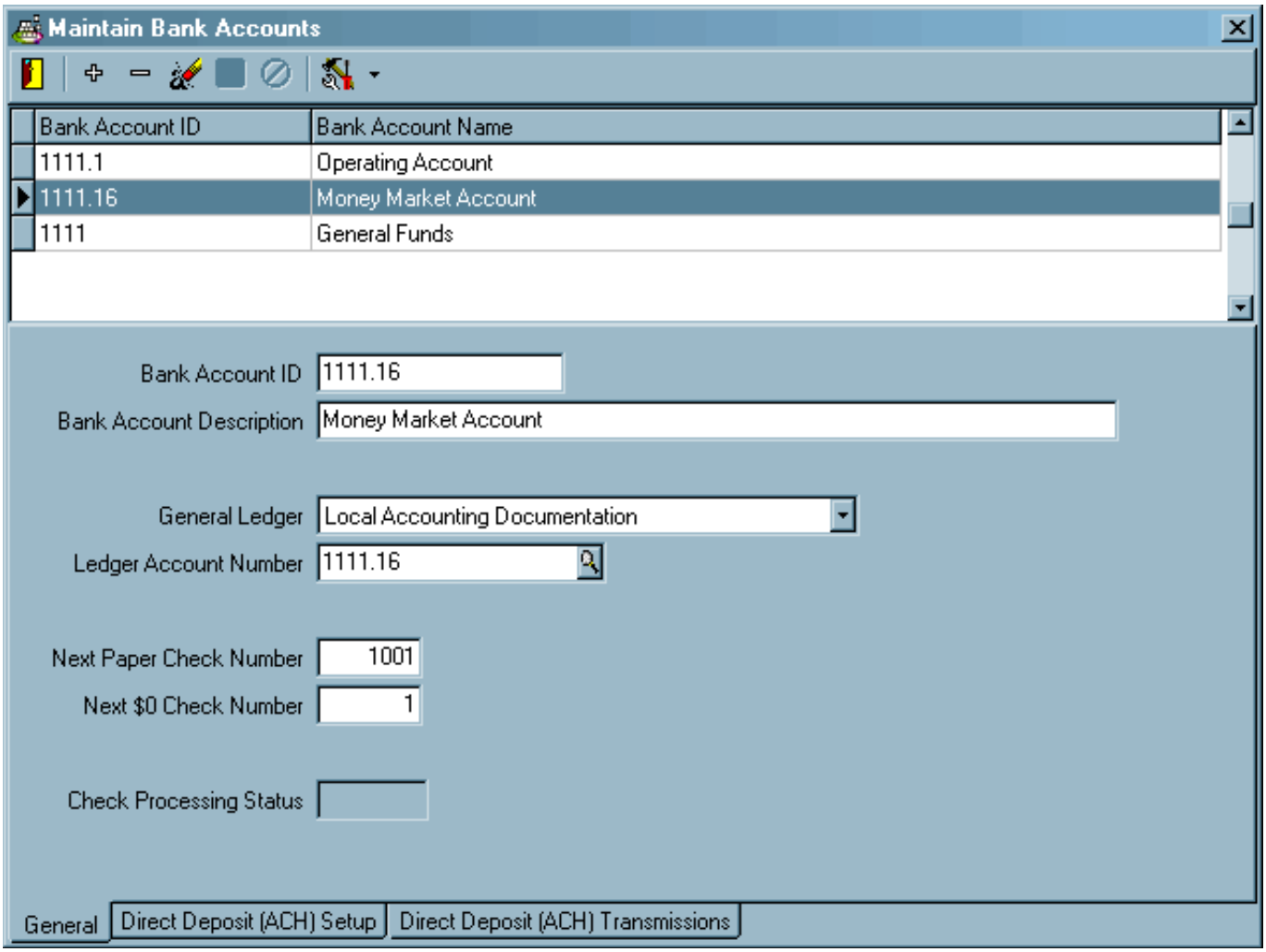

Master Setup
Are you sure that you want to recreate the HAP CHECKS ACH transmission file on bank account Operating Account [1111.1] for identifier BQFL36FK originally created on 01/08/2003 at 14:46?
Yes
No

If you click Yes, a standard Windows file save dialog box opens. Select the location to which to save the submission file and enter the file name under which to save it, then click OK.

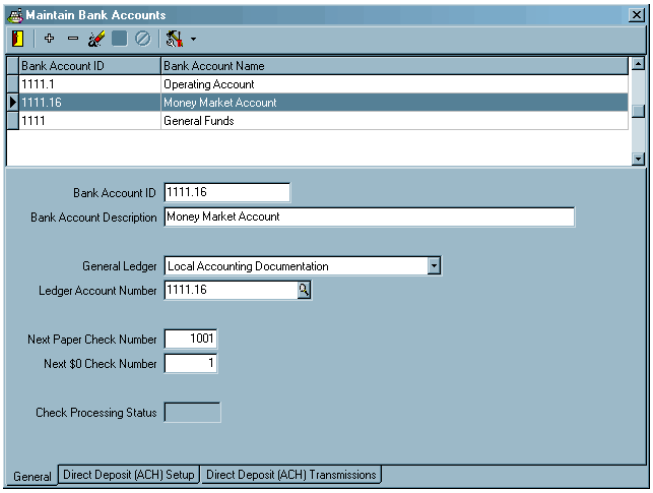


# General Tab

The General tab displays the detailed information on the bank account that is associated with the currently selected General Ledger account. Use the standard WinTen icons to add, edit, or delete checking accounts and save or cancel your changes.



## General Tab Data Fields




### Bank Account ID

This is a unique identifying number for this bank account, intended for your agency's internal use.

### Bank Account Description

This is a brief description of the bank account in question (e.g. "operating account," "local government funding") for your agency's internal use.

### General Ledger

This drop-down selection box allows you to select the General Ledger where transactions affecting this checking account will be recorded. Each checking account can operate in only one General Ledger. For example, you could have account 1111.1 in your Public Housing General Ledger associated with one checking account, while account 1111.1 in your Section 8 General Ledger isassociated with another checking account.

### Ledger Account #

This is the General Ledger account number where transactions affecting this checking account will be recorded. Click the magnifying glass to the right of the field to open the Select Account dialog box, which allows you to select the ledger account you want to use.

### Next Paper Check Number

This is the number of the next printed check that will be written from this account.

### Next $0 Check Number

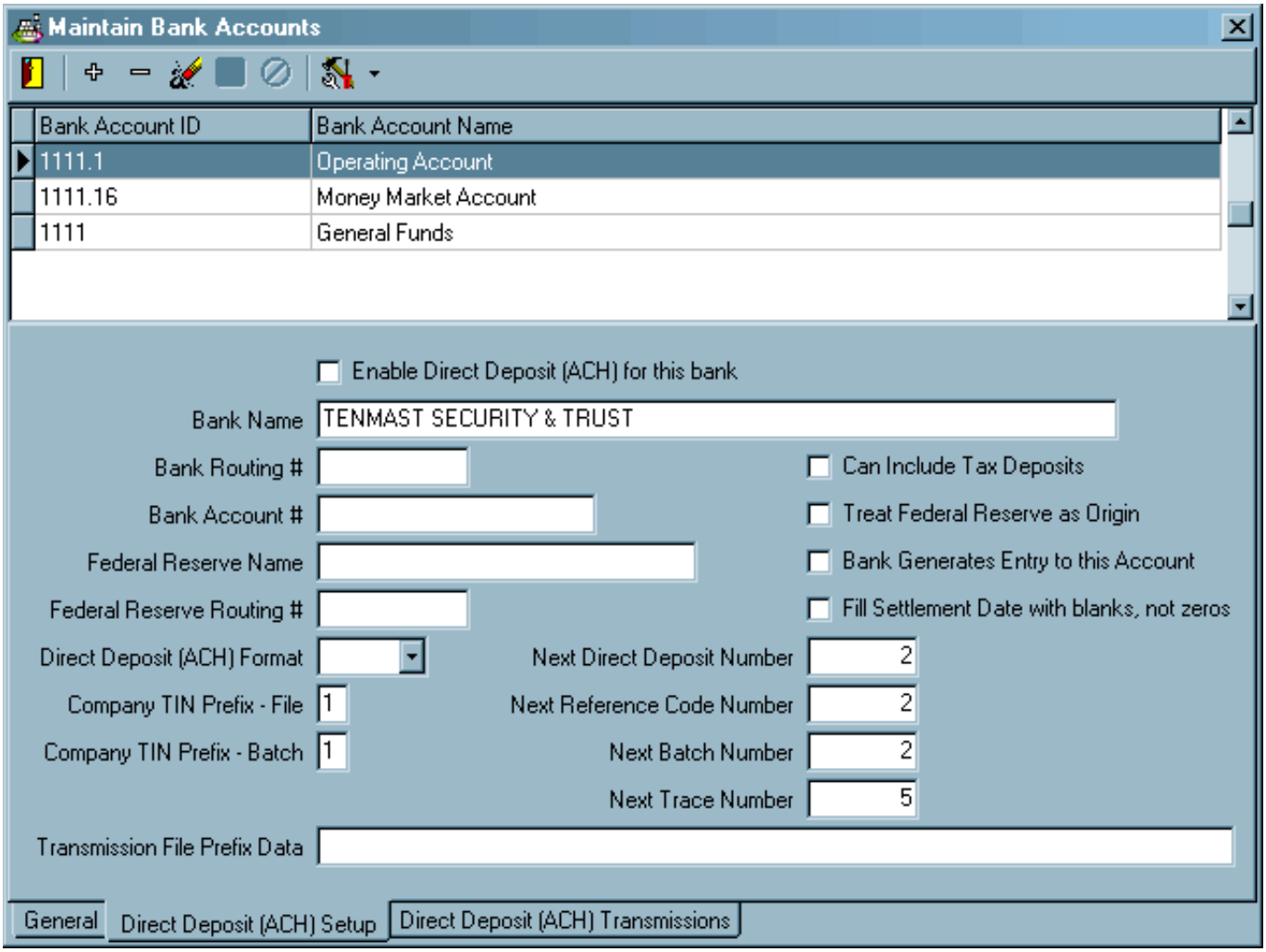
This is the number of the next direct deposit check that will be written from this account.

### Check Processing Status

If a WinTen accounting program is currently assigning check numbers to transactions being paid from this account, this field reads "locked." You cannot edit this field.

# Direct Deposit (ACH) Setup Tab

The Direct Deposit (ACH) Setup tab allows you to edit the settings for direct deposit transactions originating from the selected checking account. The top area of this tab contains a table of all checking accounts that are set up in the program. The bottom area contains detailed information on the currently selected account. Use the standard WinTen icons to edit the data on this tab and save or cancel your changes.



# Direct Deposit (ACH) Setup Tab Data Fields

**Enable Direct Deposit (ACH) for This Bank**
Check this box to enable direct deposit transactions for the selected account.

**Bank Name**
This is the financial institution where the account is located.

**Bank Routing #**
This is the ABA routing number that the financial institution uses to process checks written on this checking account.

**Bank Account #**
This is the actual account number used by the bank for this checking account.

**Federal Reserve Name**
This is the name of the Federal Reserve Bank to which direct deposit information for this account should be sent.

**Federal Reserve Routing #**
This is the Federal Reserve routing number for the direct deposit account.

**Direct Deposit (ACH) Format**
This drop-down selection box allows you to select the format for direct deposit data transmissions.

**Company TIN Prefix - File**
This is your agency's TIN prefix, if applicable, for use in transmission files.

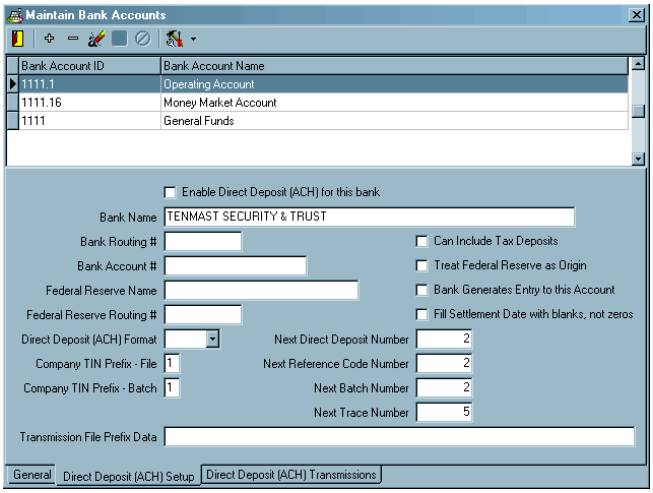
**Company TIN Prefix - Batch**
This is your agency's TIN prefix, if applicable, for use in file headers.

**Can Include Tax Deposits**
If this account's direct deposit transactions can include tax deposits, check this box.

**Treat Federal Reserve as Origin**
If direct deposit transactions involving this account should treat the specified federal reserve bank as the originating institution, check this box.

**Bank Generates Entry to this Account**
If your bank automatically generates the entry necessary to apply a direct deposit transmission file against this bank account, check this box.

**Fill Settlement Date with Blanks, not Zeroes**
If your bank requires you to fill the Settlement Date field in a direct deposit transmission file with blanks rather than zeroes, check this box.




## Hint: Before you use ACH...

*Before starting to use Federal Reserve Bank information and direct deposit transactions, please contact Tenmast to ensure that you have current and complete information on your selected federal reserve bank.*

**Next Direct Deposit Number**
This is the direct deposit number that will be attached to the next direct deposit transaction involving this account.

**Next Reference Code Number**
This is an internal reference number for your direct deposit transactions. Do not change this field unless instructed to do so by Tenmast personnel.

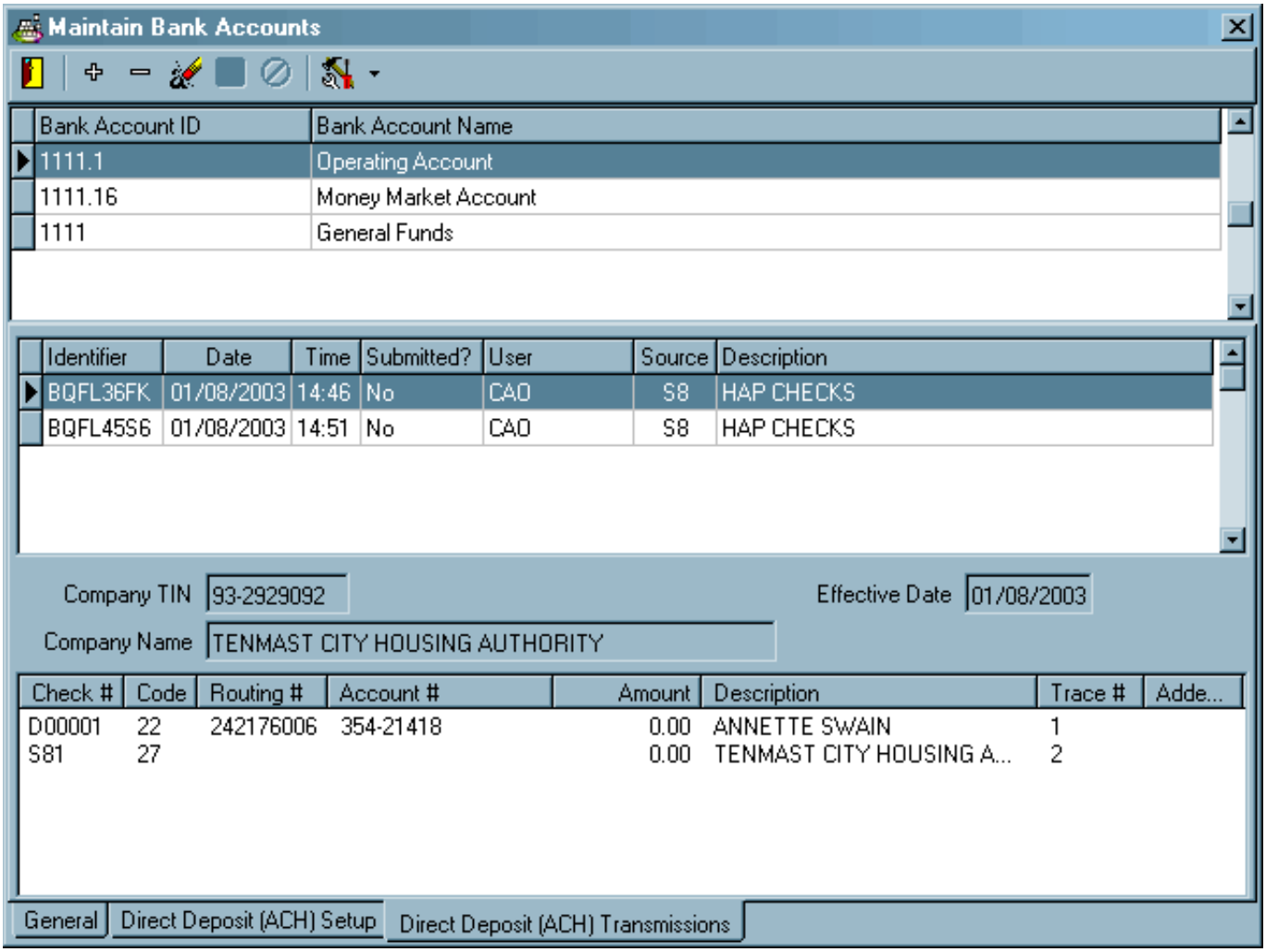
**Next Batch Number**
This is an internal reference number for your direct deposit transactions. Do not change this field unless instructed to do so by Tenmast personnel.

**Next Trace Number**
This is an internal reference number for your direct deposit transactions. It is the total number of direct deposit checks that have been processed for the selected account. Do not change this field unless instructed to do so by Tenmast personnel.

**Transmission File Prefix Data**
This is a long (94-character) field for the data prefix that should be on every transmission file for ACH transactions involving this account.

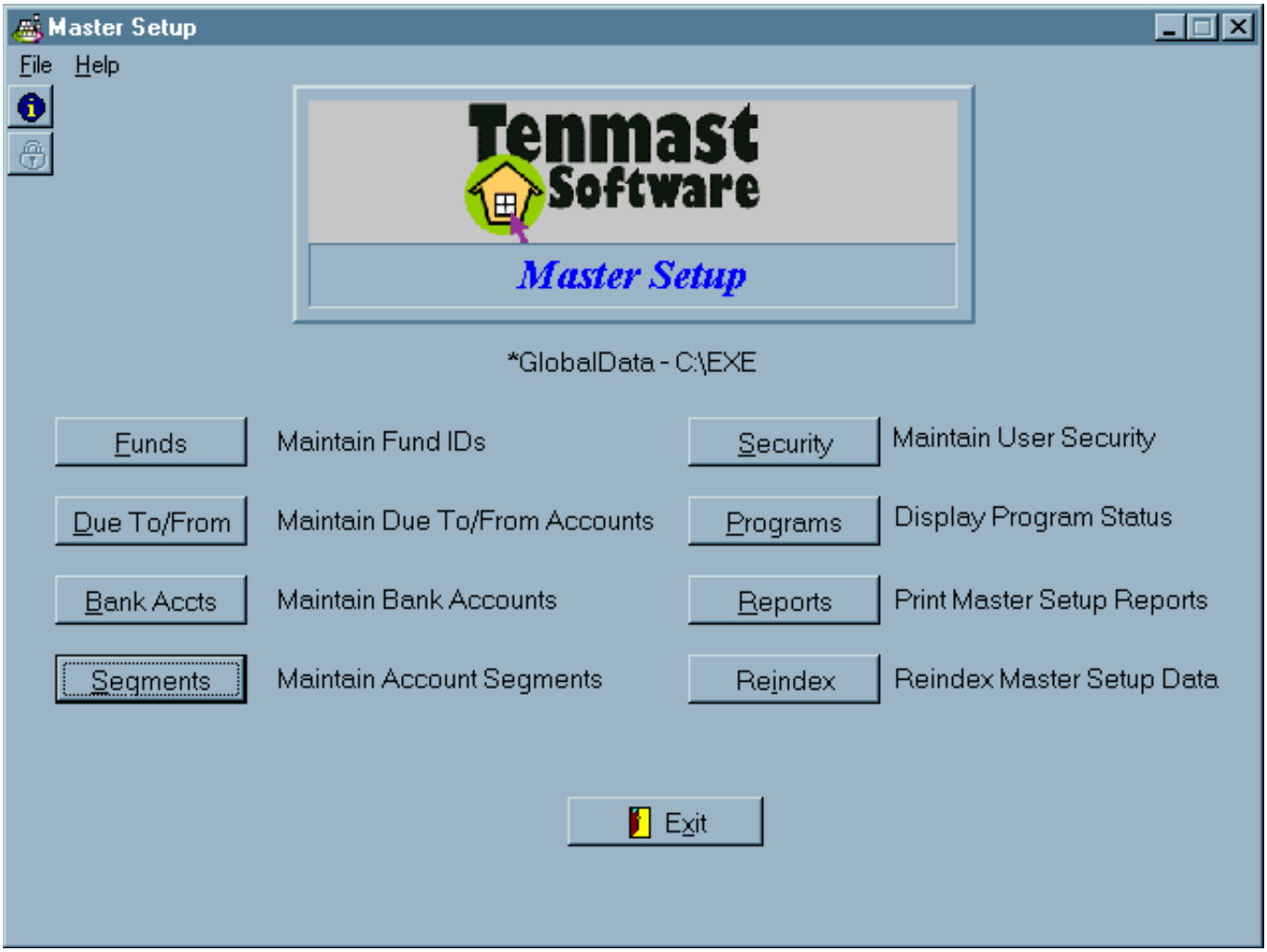
# Direct Deposit (ACH) Transmissions Tab

The Direct Deposit (ACH) Transmissions tab contains a record of every direct deposit transaction that the WinTen system has processed for the selected account. This tab is divided into three tables. The top table contains a list of all checking accounts that are set up in the program. The middle table contains a list of all direct deposit transactions that have been processed for the selected account.



# Maintain Account Segments/Values

Account number segmentation is a powerful optional feature in the WinTen financial management programs. This feature allows you to segment your General Ledger account numbers for enhanced reporting. This function provides detailed information on each account within its General Ledger while remaining compliant with both HUD reporting requirements and GAAP. To set up your account segments, click the Segments button or press <S> from the Main Menu.



## What are account segments?

Even if you're not familiar with the concept of segmentation from an accounting perspective, you've been using a similar scheme all your life. Consider the two sequences of numbers to the right:

**8594558061254**

**(859) 455-8061 x254**

Both sequences contain the same numbers in the same order. However, the addition of characters and spaces in the second sequence gives it "segmentation" and thus helps break up its components. The first sequence of numbers could be associated with anything but, because of the segmentation, the second sequence is easily identifiable as a phone number. The first segment of the phone number (the three digits offset by the parentheses) is obviously the area code. The second segment (the three digits before the hyphen) is the local exchange within that area code. The third segment (the four digits after the hyphen) is the specific telephone line within that exchange. The last segment (three more digits preceded by an "x") is easily recognized as an extension at that location. Together, all of these elements make up a phone number (in fact, it's the phone number for this manual's author, so you can call him if you don't understand this explanation). In other words, by using segmentation, we add additional information to the number itself.

Account segmentation in the WinTen programs works on the same principle. We break down a long account number into individual components, each representing some unique data component of your accounting system, to make it more usable and to obtain additional information for reporting purposes. Let's say that you want to assign account numbers organized (segmented) by the specific account, the account's sub-account, and the project whose operations pertain to that account. That's a lot of information to put in an unbroken string of characters, and it has the potential to get very confusing. However, with account segmentation, you can break this data up into manageable pieces. Take, for example, the account number to the right:

**1111.15/PINE**

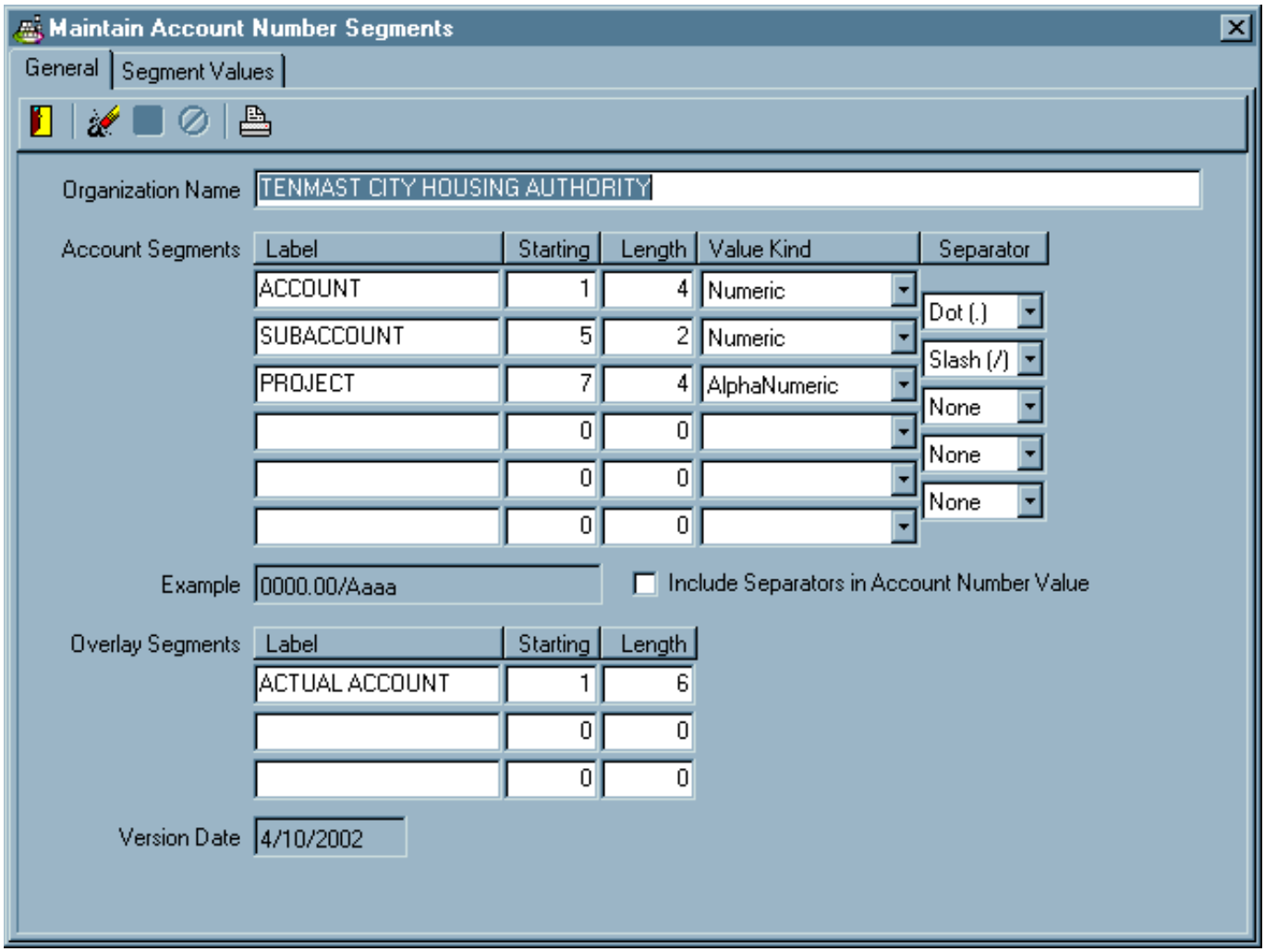
In this example, the first four numbers are the account (cash), the second two numbers (offset by the period) are the sub-account (petty cash), and the four letters after the slash identify the project that uses this account (the Pinebrook Apartments). If you know the account segmentation scheme, the account number itself tells you a lot about the account.

# Maintain Account Number Segments Screen

This screen allows you to set up your account segmentation scheme and to set detailed descriptions for certain values of each segment. It is divided into two tabs: General (for account segments) and Segment Values (for setting descriptions for certain segment values).

## General Tab

The General tab is where you define your account number segments. You can establish up to 6 segments with a total of 15 characters (plus the separators between segments). It also allows you to define overlays (discussed below), which you can think of as filters for looking at a specific part of the account number that isn't necessarily a single segment.

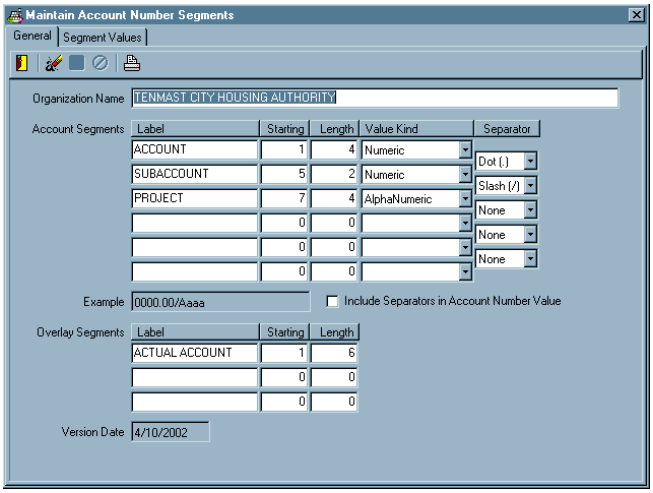


# Account Segments

The top portion of the tab displays a table containing your account segment definitions. Each row of the table contains the elements for one segment.

You may separate segments with characters called separators. These are similar in function to the parentheses and hyphens in telephone numbers in that they clearly mark the beginning and end of segments. Separators are optional; some agencies find them unnecessary.

Your complete account numbers (all segments put together) may be a maximum of 15 characters long. This limit does not include separators unless you check the Include Separators in Account Number Value box in the middle of the screen.




## Account Segment Data Fields

**Label**
This is the name you give the segment.

**Starting**
This is the position in the account number string where the segment begins (see the Hint to the right).

**Length**
This is the number of characters in the segment.

**Value Kind**
This field identifies the type of characters that can be placed in the segment: Numeric (numbers from 0 to 9), Alphabetic (letters from A to Z), or Alpha-Numeric (both). Select the appropriate value kind from the drop-down box.

**Separator**
The Separator fields are offset a half row from the other fields. This is because separators are not part of any segment, but rather are placed between segments. You may set the following characters as separators: dashes (-), dots (.), forward slashes (/), or tildes (~).

**Example**
This data field displays an example of the current segmentation setup. Numeric segments are shown as 0's, alphabetic segments are shown as L's, and alphanumeric segments are shown as A's.

**Include Separators in Account Value Number**
If this box is checked, separator characters will be saved as characters in the account numbers and they will count against your 15-character limit. If it is not checked, they will not be saved in the actual records of the numbers themselves. The WinTen programs will simply use them when displaying the

### Hint: Segmented Account Numbers

*The WinTen programs treat a segmented account number as a set of 15 single characters placed together. Think of this as 15 storage areas inside the computer's memory, each one holding one letter or numeral. The first storage area is position 1, the second is position 2, and so on. A segment that begins in position 1 and is 4 characters long takes up positions 1, 2, 3, and 4. The next segment will begin in position 5 and, if it is three characters long, it will take up positions 5, 6, and 7.*

account numbers on the screen or in reports.

Unless you need the additional characters for your account numbers, Tenmast recommends that you leave this box checked. This allows your data to be exported with the separators to other programs with relative ease and makes it easier for Tenmast personnel to diagnose any problems that may arise with your databases.

# Overlay Segments

You may think of overlay segments as filters that you can use to view specific portions of an account number that don't necessarily correspond to a single segment. Referring back to the phone number (859) 455-8061 x254, you mentally apply an overlay segment to it when you dial that number locally. You simply use the 455-8061 portion of the full phone number, and the phone system assumes that the number is within the same calling area. Think of this as using an overlay to see the local phone number, which consists of two segments. That overlay begins in position 4 (after the area code) and is 7 characters long.

Overlay segments work in a similar fashion. You can define three overlay segments, which you can then use for report filtering purposes in the various WinTen financial management programs. If you used the account numbering scheme reflected in the sample account "1111.15/PINE," you might set up an overlay segment to show you the account number and sub-account number and ignore the project number. This segment would begin in segment 1 and be 6 positions long, excluding the separator, and it would display the segment 1111.15. Using the overlay, you could view the account data for accounts and subaccounts only.

## Overlay Segments Data Fields

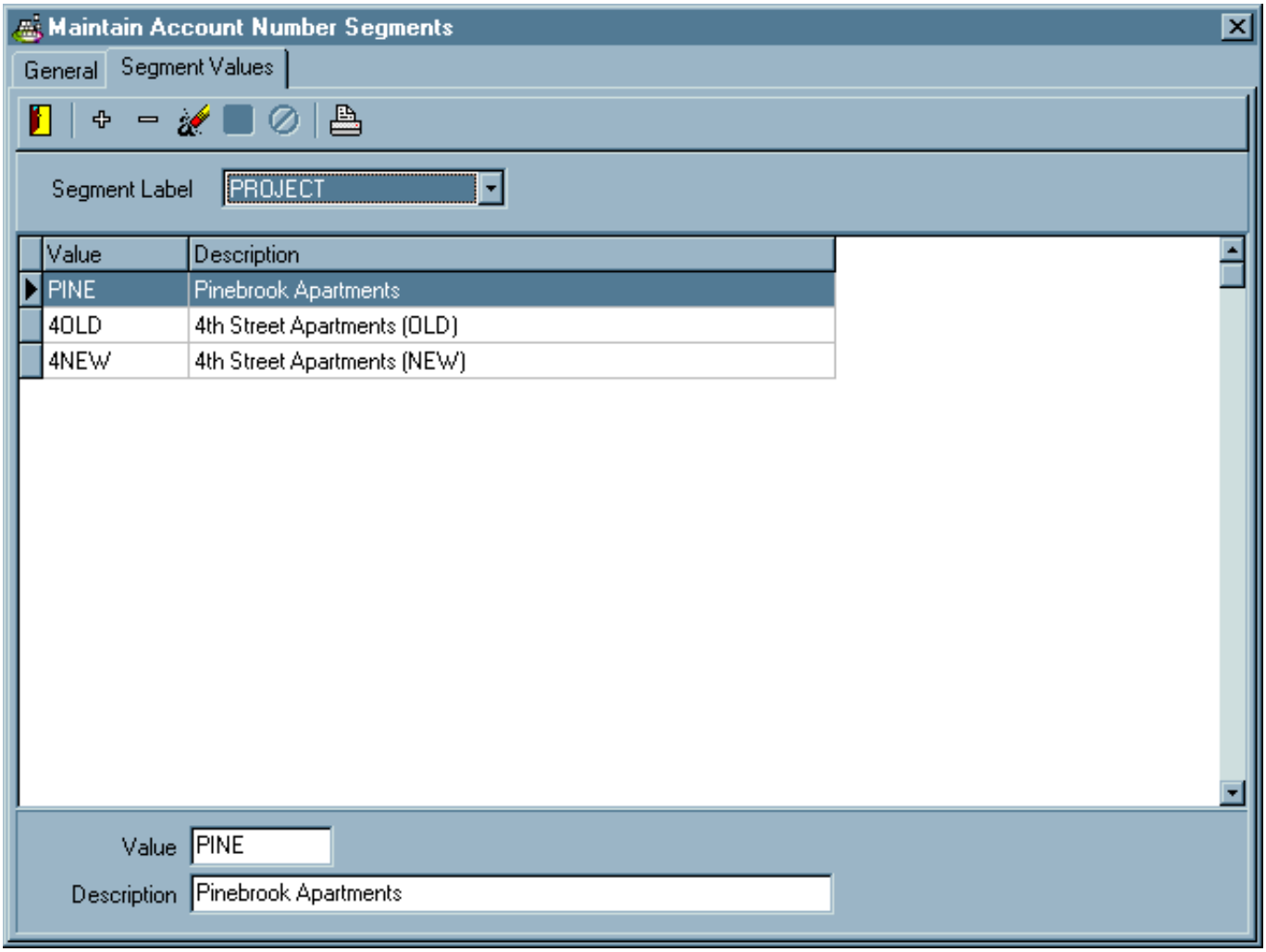
**Label**
This is the name you give the overlay segment.

**Starting**
This is the position in which the overlay segment begins.

**Length**
This is the overlay segment's length in characters.

# Segment Values Tab

The Segment Values tab allows you to assign detailed descriptions to specific values of any account segment or overlay segment. This is simply another way of adding additional information to an account number. For example, if you were adding descriptions for specific values of telephone number segments, you might define the value of 859 in the area code segment as “Lexington and central Kentucky” and the value of 404 as “metro Atlanta.”



Similarly, adding descriptions to each value in an account number segment allows you to retrieve account information easier by recognizing account number data by the description.

For example, the project number “PINE” in our sample account number refers to the “Pinebrook Apartments.” Once you add that description to the project number “PINE,” you can easily identify the project when viewing account number data.

In order to add a description to different values of an existing account number segment, select the account segment or overlay segment from the Segment Label drop-down selection box at the top of the tab. This selection box contains the names of all currently defined segments and overlay segments. The data shown in the table in the middle of the screen displays all the unique values found in the system for the selected segment.

The table in our example screen shows all the values found in the system for the account segment “Project.” You can edit both the segment value and the value description. Be careful: if you change an account segment value on the screen, it will change that value everywhere an account number with that value appears in your system, Account numbers in reports that were generated using the previous account segment value will be different from account numbers in reports generated after you make the change.

To edit the selected segment, click the Edit icon and make your changes in the data fields at the bottom of the tab. When you are finished, click the Save icon to save your changes or the Cancel icon to abort the changes.

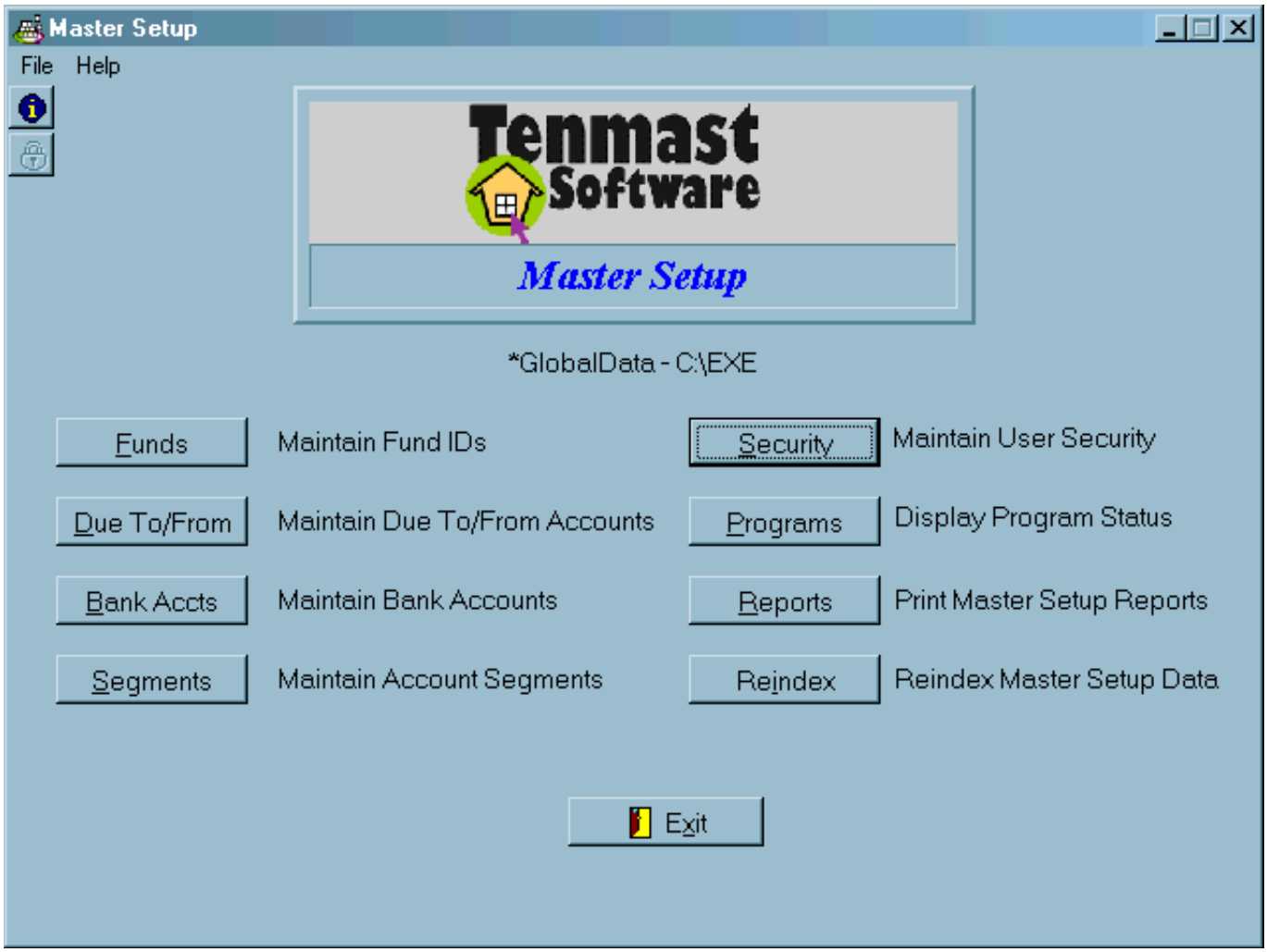
## Segment Values Tab Data Fields

**Value**
These are the different values found in the system for the selected segment or overlay segment for which you are adding a description. This value must fit the segment exactly in terms of both length and character type that was set up on the Account Number Segments screen. For example, if you are defining a value for an alphabetical segment with a 4-character length, the value you place in this field must be 4 characters long and consist only of the letters A to Z.

**Description**
This is the description you give the selected value. It may be up to 40 characters long.

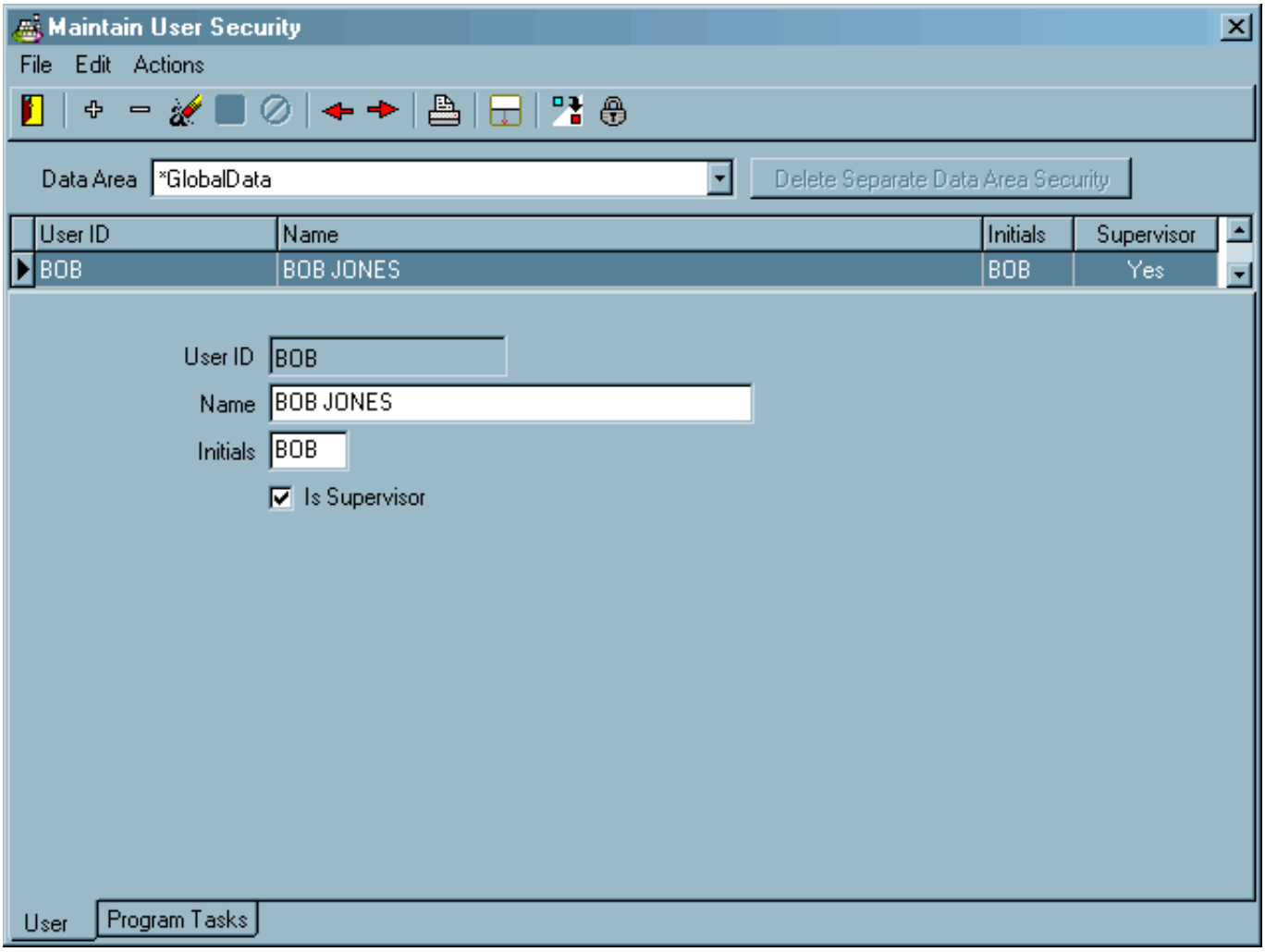
# Security

The Security area of Master Setup contains the security settings for every user of your WinTen system. To modify these security settings, or add or delete users, click the Security button or press <S> at the Main Menu. This opens the WinTen Security screen.



# WinTen Security Screen

The WinTen Security screen contains all of the security information for your agency's WinTen programs. It is divided into two sub-tabs: User and Program Task. This screen always opens on the User sub-tab, as shown below.



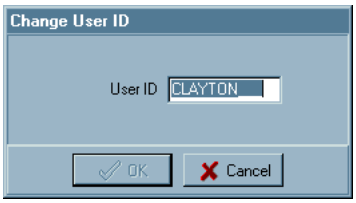
## WinTen Security Screen Icons

### Print

The Print icon on the WinTen Security screen prints a list of all users in the system and their IDs and supervisory status.

### Change User ID Icon

Clicking this icon opens the Change User ID dialog box. This dialog box allows you to edit the selected user ID. When you change a user ID, the program updates its databases, changing that user ID to its new value in every record associated with that user ID.




### Change Password Icon

Clicking this icon opens the Change Password dialog box. This dialog box allows you to change the selected user's password. Enter the user's old password, then enter the new password twice to ensure accuracy and click OK.

## WinTen Security Screen Controls

### Data Area

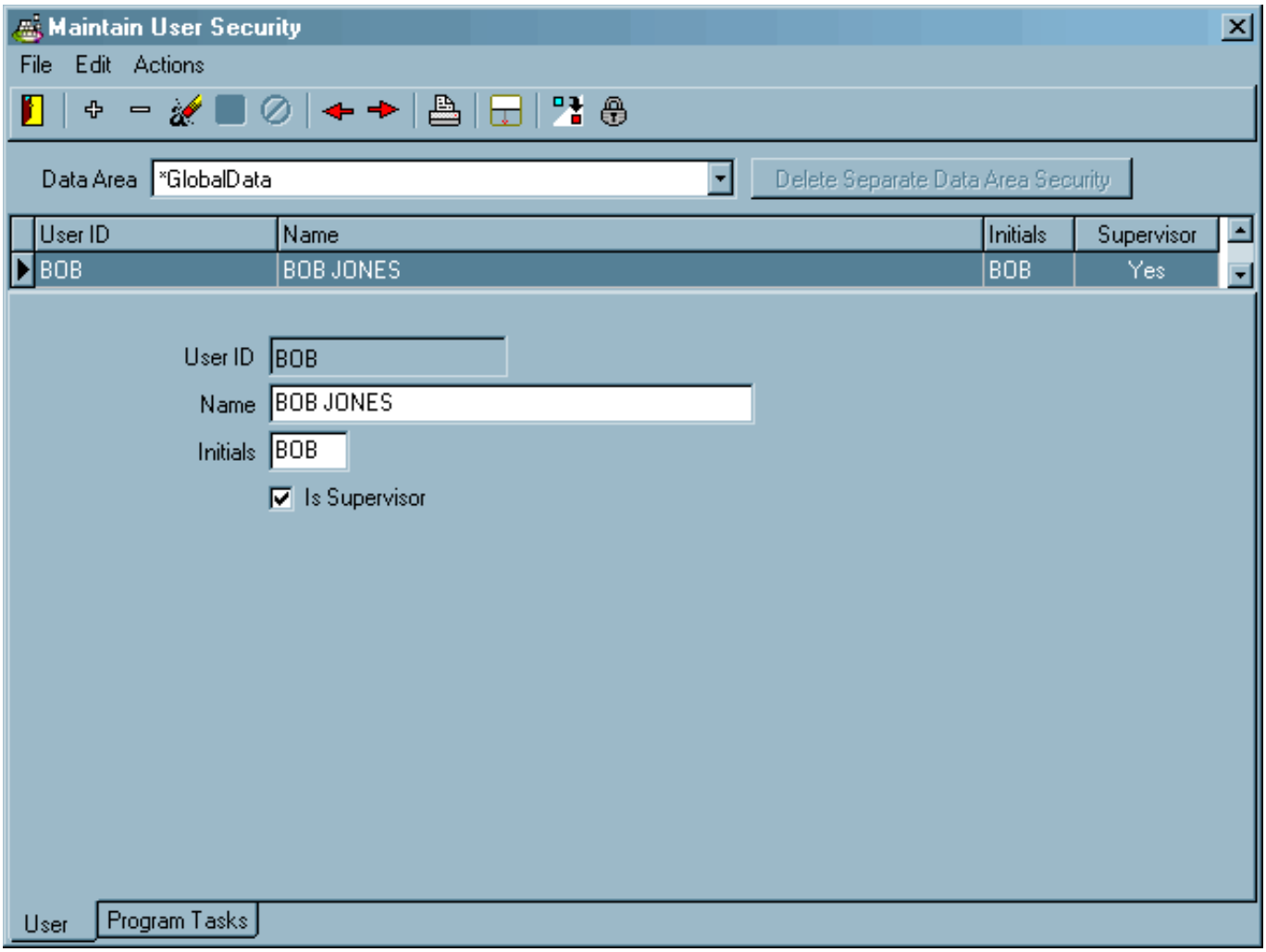
The Data Area drop-down selection box allows you to select the data area whose security you are setting up.

### Delete Separate Data Area Security

If you have set up a data area with security that is different from the security in the "global" data area (e.g. settings that affect all data areas), the Delete Separate Data Area Security button becomes available. Click this button to delete the security settings for the current data area and return that data area's security to the global security settings.

# User Sub-Tab

The User sub-tab contains the information on each user account in the WinTen system. The top area of the sub-tab contains a table of all users who are currently set up, while the bottom area holds the detailed information on the currently selected user. Use the standard WinTen icons to add, edit, or delete user records and save or cancel your changes.



## User Sub-Tab Data Fields

All three data fields on this sub-tab are required - you cannot leave any of them blank.

**User ID**
This is the unique ID of the selected user. The user must use this ID to log in if password protection is turned on in the WinTen system.

**Name**
This is the selected user's name. This name must be unique - if you have two Bob Joneses, differentiate them somehow (for example, with their middle initials).

**Initials**
These are the selected user's initials. The user uses these to log in if password protection is turned off in the WinTen system.

**Is Supervisor**
If the user should have supervisor-level access, check this box.

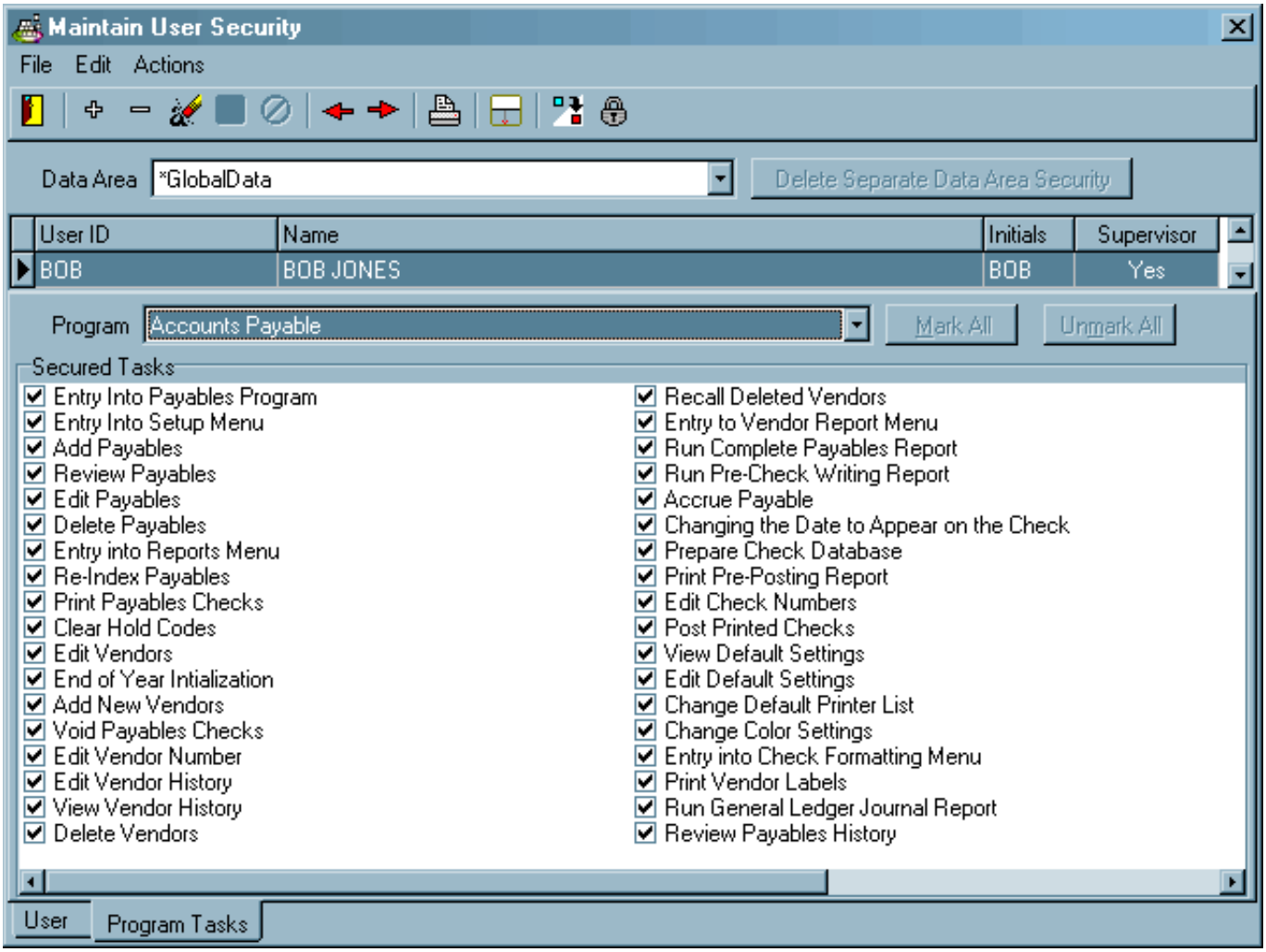
### Hint: Supervisor-Level Access

*Supervisor-level access allows the user to use any function of any module, regardless of his actual security settings.*

# Program Tasks Sub-Tab

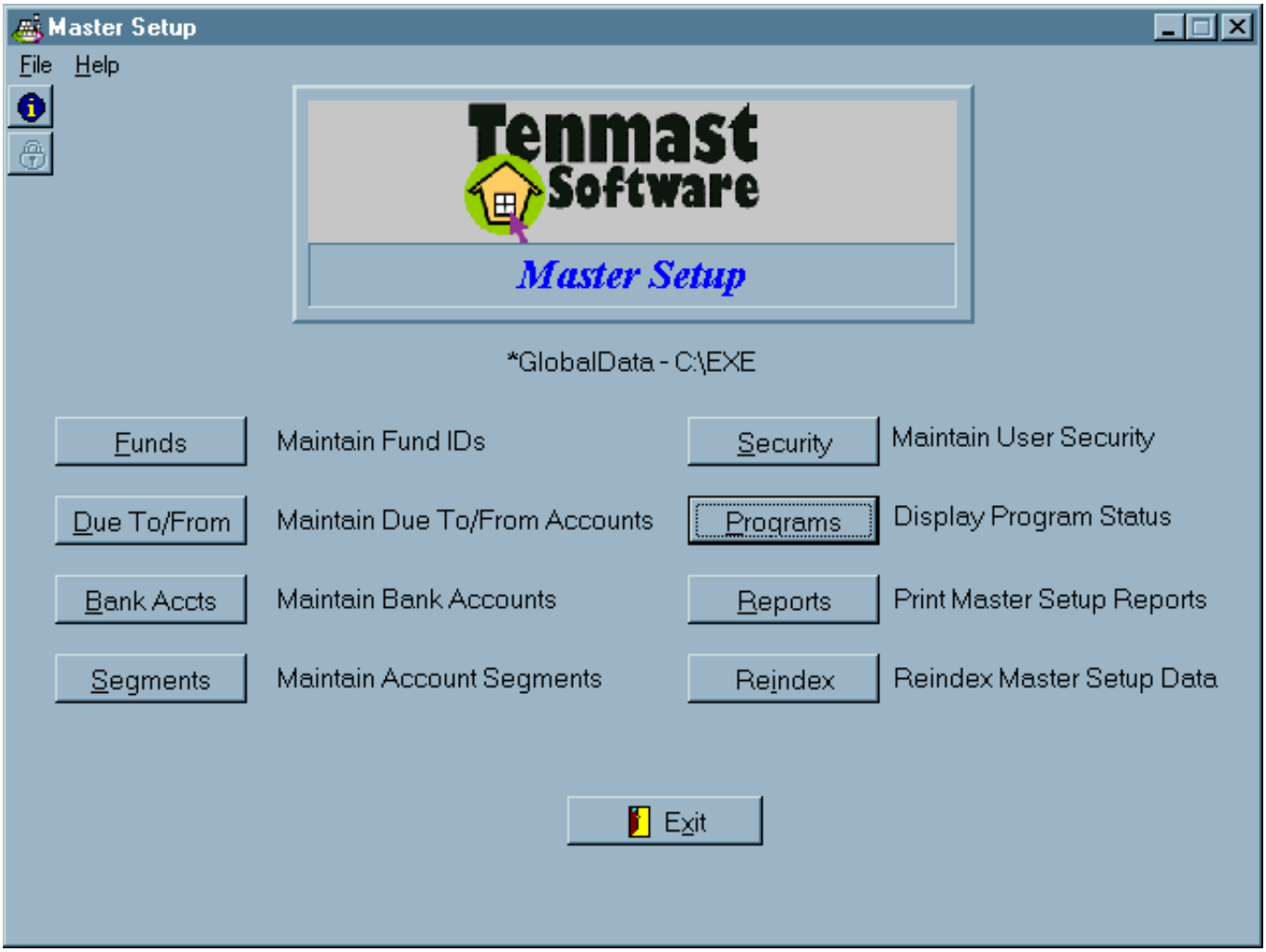
The Program Tasks sub-tab allows you to edit the access levels of a selected user in a selected WinTen program. Use the standard WinTen icons to edit the data on this sub-tab and save or cancel your changes.

While you are editing a user's access on this sub-tab, select a program from the Program drop-down selection box. The bottom area of the sub-tab changes to display a set of check boxes which correspond to specific functions within the selected program. If a given box is checked, the user has access to that function. Use the Mark All and Unmark All buttons to check or uncheck all available check boxes. If more than two columns of options are available, use the horizontal scroll bar at the bottom of the sub-tab to move between them.



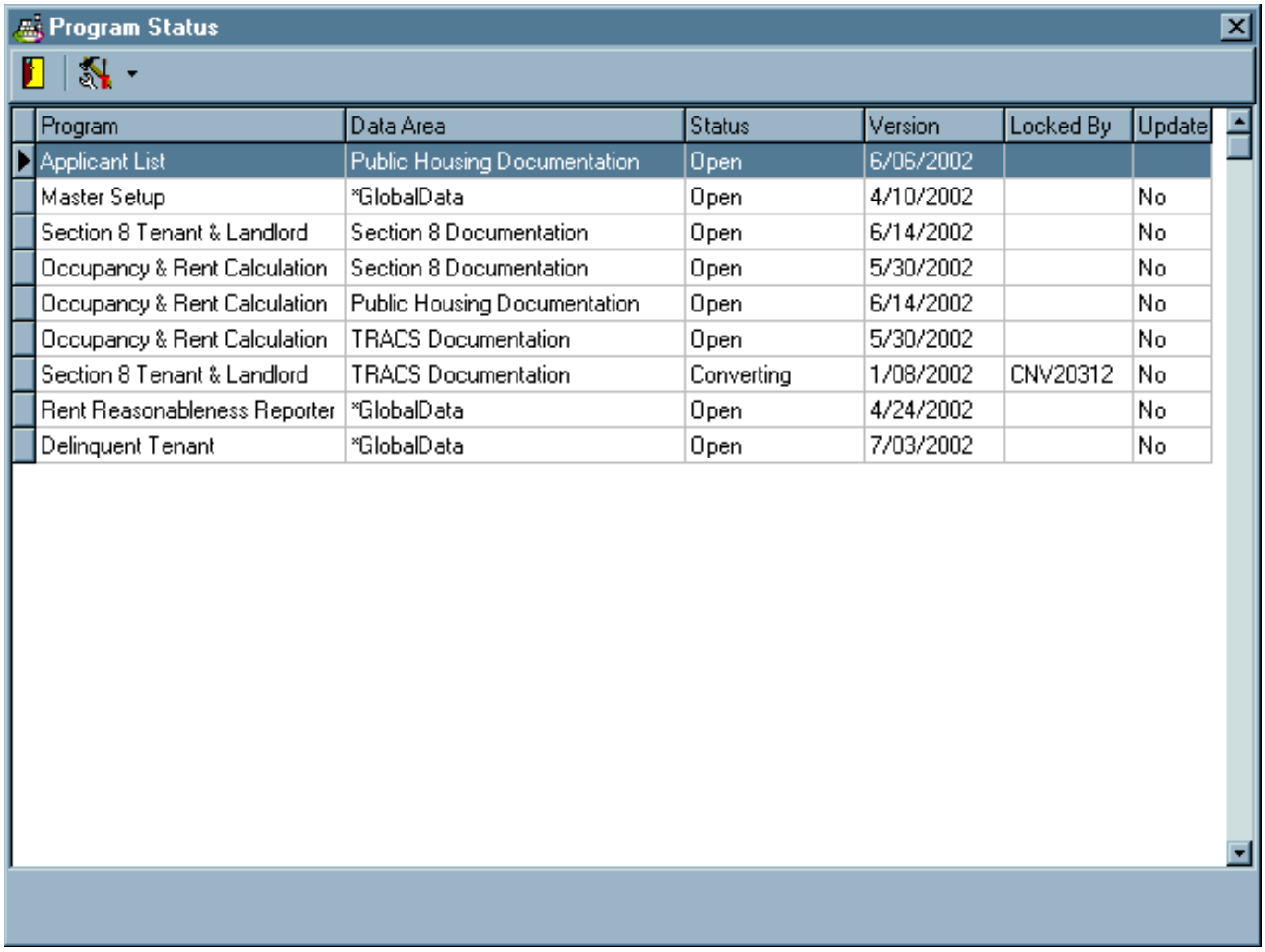
# Display Program Status

On occasion, Tenmast personnel may need to check the status of one or more programs or databases on your system in order to assist you with various issues that can arise with your databases. Master Setup incorporates a feature which provides a concise summary of the current status of all Tenmast programs on your system. To use this feature, click the Programs button or press <P> at the Main Menu.



# Program Status Screen

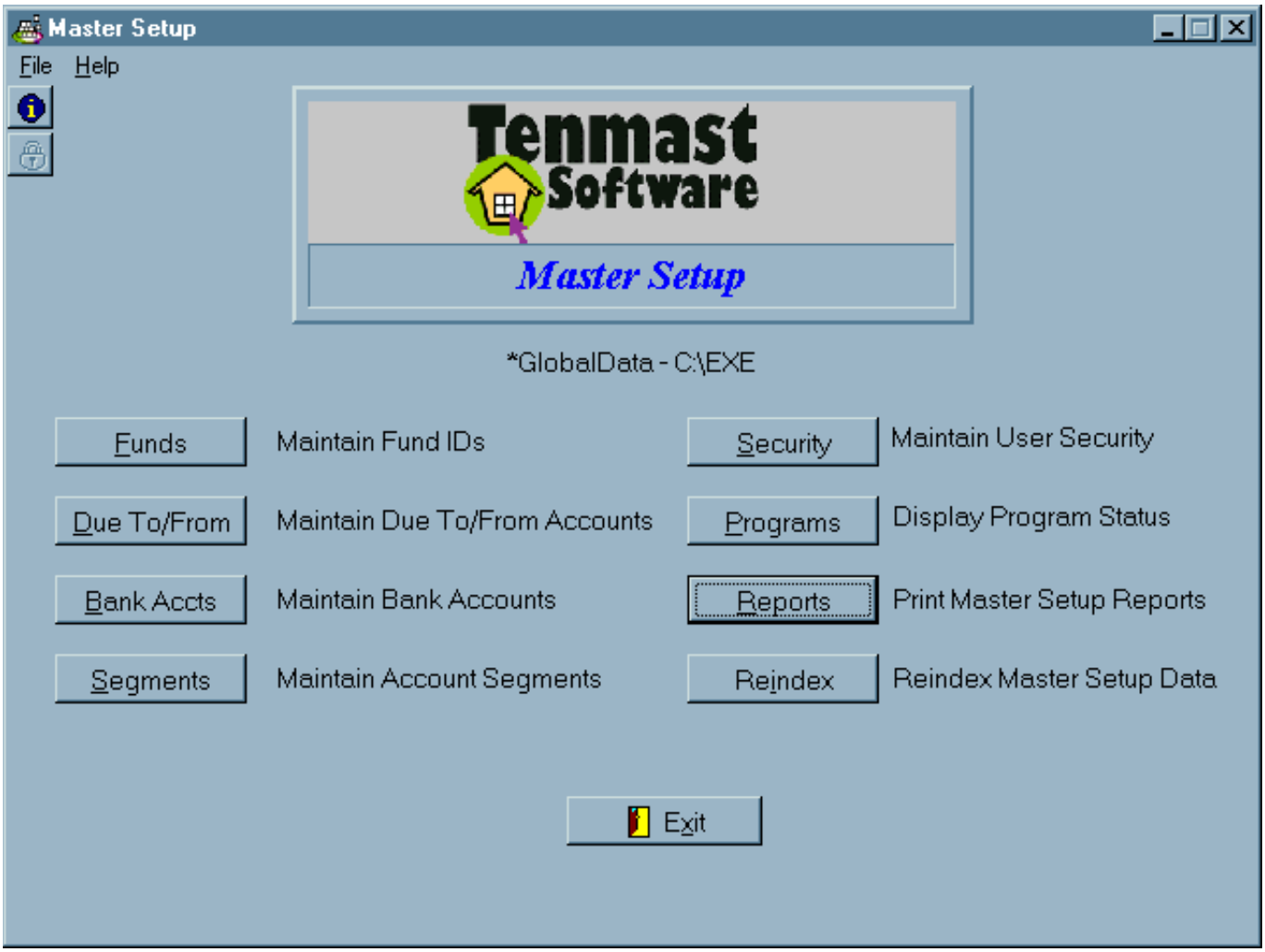
The Program Status screen is a table of all Tenmast programs installed on your system and the data areas in which they are set up. The table displays a separate record for each program and data area combination. Each record also contains the program's current status and version date, and the initials of the user who is using the program in an exclusive-access mode, if applicable.




| Program | Data Area | Status | Version | Locked By | Update |
|---|---|---|---|---|---|
| Applicant List | Public Housing Documentation | Open | 6/06/2002 | | |
| Master Setup | *GlobalData | Open | 4/10/2002 | | No |
| Section 8 Tenant & Landlord | Section 8 Documentation | Open | 6/14/2002 | | No |
| Occupancy & Rent Calculation | Section 8 Documentation | Open | 5/30/2002 | | No |
| Occupancy & Rent Calculation | Public Housing Documentation | Open | 6/14/2002 | | No |
| Occupancy & Rent Calculation | TRACS Documentation | Open | 5/30/2002 | | No |
| Section 8 Tenant & Landlord | TRACS Documentation | Converting | 1/08/2002 | CNV20312 | No |
| Rent Reasonableness Reporter | *GlobalData | Open | 4/24/2002 | | No |
| Delinquent Tenant | *GlobalData | Open | 7/03/2002 | | No |

# Reports

Raw information needs to be summarized and presented in an easy-to-understand format so that the reader can make informed decisions. The Common Files Report Selection screen is where Master Setup turns all of its setup information into meaningful reports that provide you with a comprehensive overview of the global settings for your WinTen programs. To enter this screen, click the Reports button or press <R> at the Main Menu.



# Reports Screen

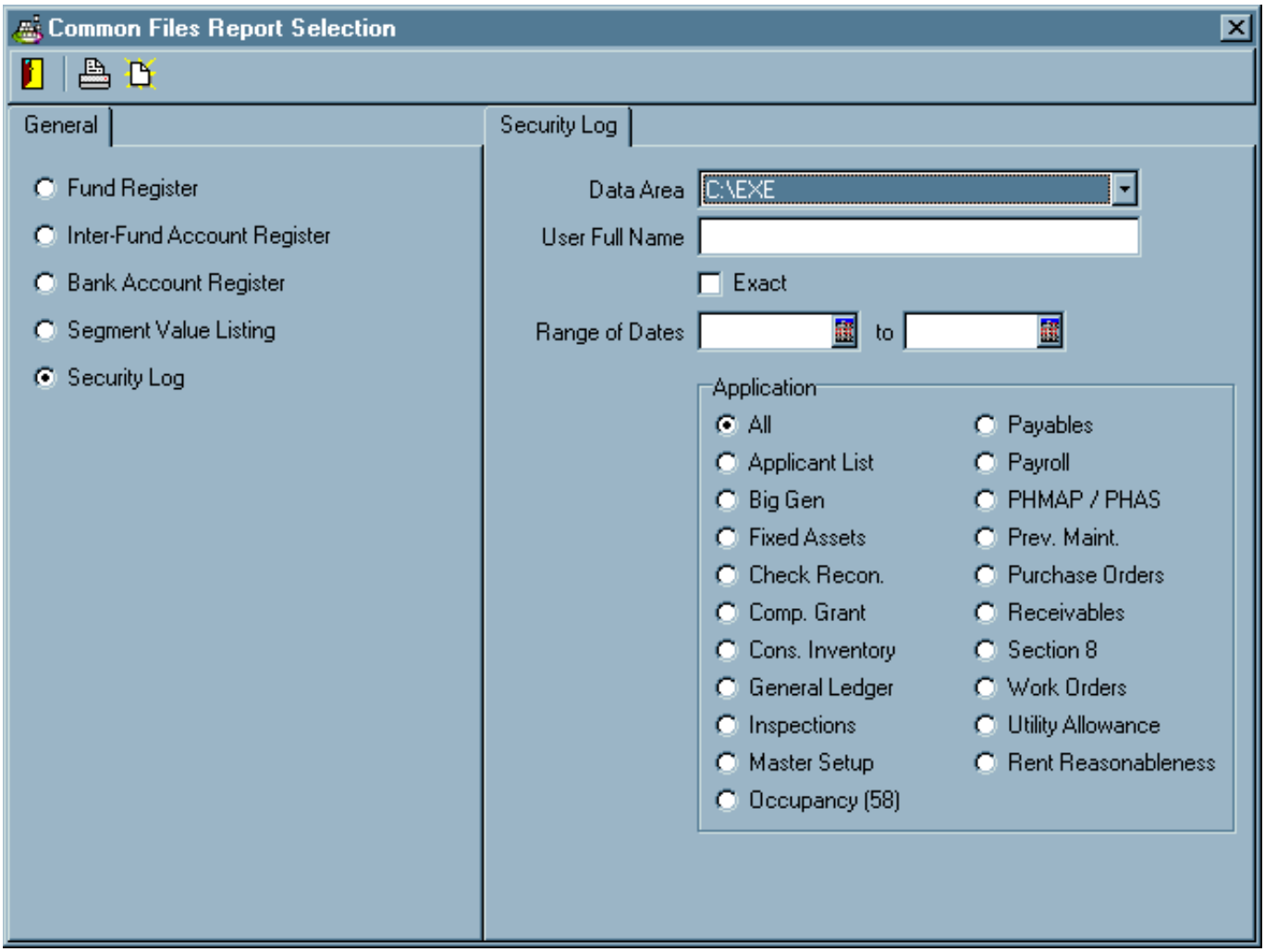
The Reports screen is divided into two halves. The left half contains a set of radio buttons that correspond to the available reports. The right half contains the formatting options for the currently selected report.

## Producing a Report

To produce a report, select its radio button. Set all of the formatting options for the report, then click the Print or Print Preview icon.

If you click the Print icon, a standard WinTen print control dialog box opens. Select the printing options for the report and click OK.

If you click the Print Preview icon, a print preview screen opens with the selected report. Review the report from this screen and close it when you are finished.



## Available Reports

### Fund Register

This report is a listing of all data areas on your system. The report reflects the options that you set in the Maintain Fund IDs screen. It has no formatting options.

### Inter-Fund Account Register

This report is a listing of all inter-fund (due from/due to) account relationships. The report reflects the options that you set in the Maintain Due From/Due To Accounts screen. It has no formatting options.

### Bank Account Register

This report is a listing of all of your agency's checking accounts and their associated General Ledger accounts. The report reflects the options that you set in the Maintain Bank Accounts screen. It has no formatting options.

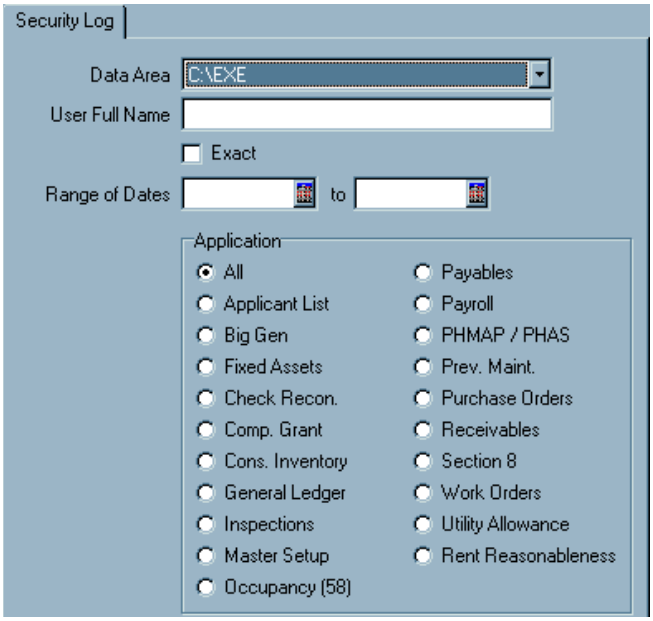
### Segment Value Listing

This report is an overview of the segmentation scheme for your agency's General Ledger account numbers (see the next chapter for account segmentation setup). The report reflects the options that you set in the Maintain Account Number Segments screen. It has no formatting options.

### Security Log Report

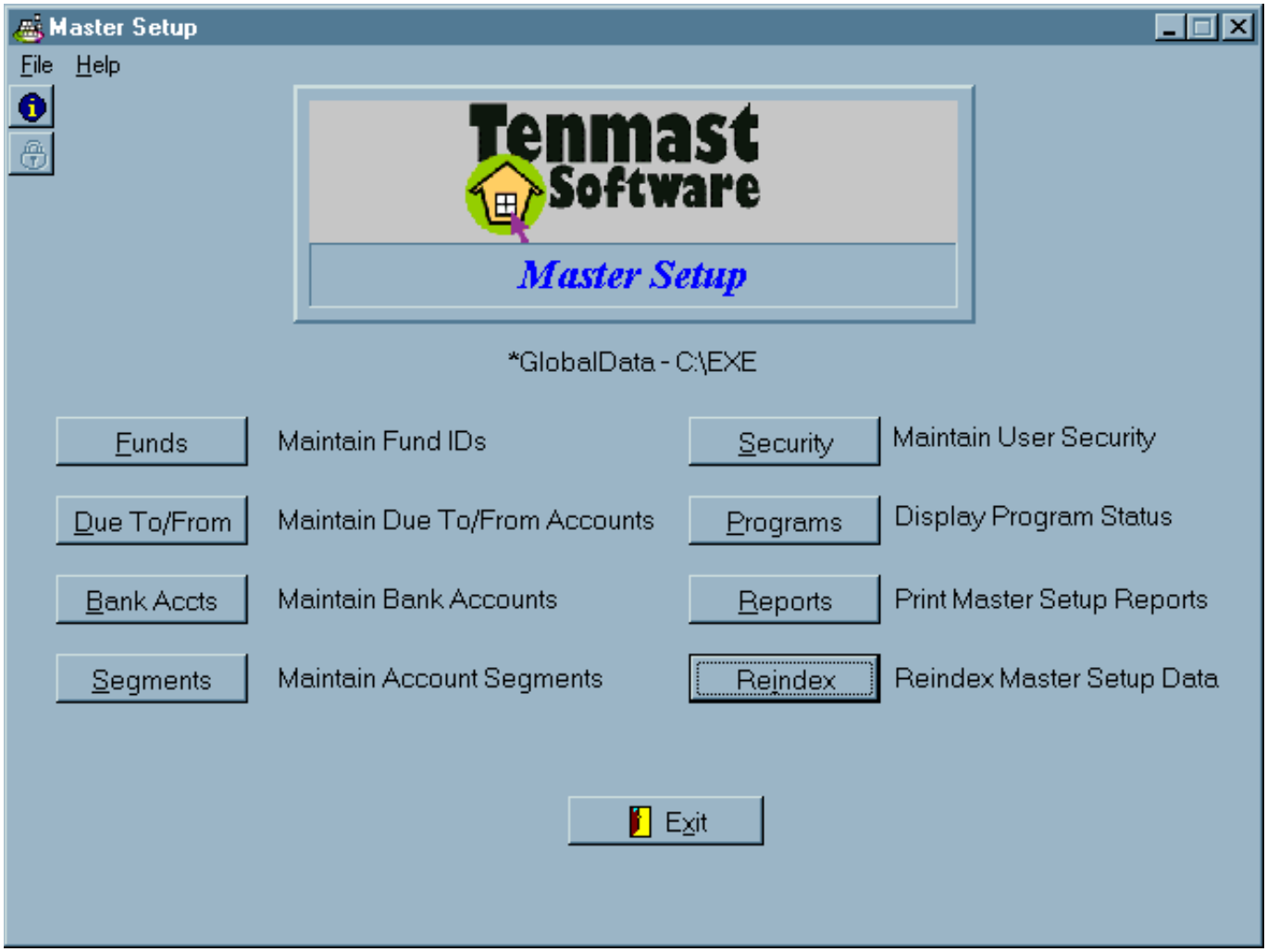
The Security Log report is a comprehensive overview of a selected user or users' accesses of security-restricted functions within all Tenmast programs on your system.

You must select a data area whose security history will be used to generate the report. You can specify a full or partial name of a user whose access history you want to view, a range of dates to which to restrict the report, and a specific program (or all programs) for the report to cover.



# Reindex Master Setup Data

This function rebuilds the indexes that Master Setup uses to search for specific records within its databases. Index file are similar to a library's card catalog - they tell the computer the location of the data for which you are searching. Indexing databases is safe to do at any time - it does not need to be done at a specific time of the month or the year. To initiate the reindexing process, click the Reindex button or press <I> at the Main Menu.



## When to Reindex

Occasionally, index files can become corrupted. This means that the data in the index is no longer complete, and it may not be in a form that Master Setup can read. The most common indicator of a corrupted index file comes when you search for a record that you know is present and the program does not find it. Reindexing solves this problem by going through the database and rebuilding the index file for it.

CAUTION

*You must make sure that no one else is using Master Setup before using this feature. Reindexing rewrites files, which can cause damage to the data within those files if they are already open when Master Setup attempts to index them.*

*Additionally, no one should be processing checks, posting entries to the General Ledger, or in the WinTen Bank Reconciliation program while you are reindexing Master Setup's files.*

## When to Pack

While you are reindexing, you also have the option to pack the database. Packing is a process by which Master Setup removes all blank or deleted entries from its database, thereby reducing the size of the files.

CAUTION

*Tenmast does not recommend you perform packing unless specifically instructed to do so by Tenmast Training & Support personnel. Packing permanently removes deleted records. Once you have packed, data that the packing process erases will be gone forever.*

## Reindex Master Setup Data Dialog Box

When you begin the reindexing process, the Reindex Master Setup Data dialog box opens. This dialog box has a pair of check boxes that allow you to choose whether you will reindex, pack, or perform both procedures on them. Check the boxes that correspond to the actions you wish to perform. Click the OK button to continue the process. Click the Cancel button to return to the Main Menu.

If you click the OK button, a confirmation dialog box opens. Click Yes to continue or No to return to the Reorganize Master Setup Files dialog box.

If you click Yes, indexing/packing begins. A progress dialog box appears which shows you a rough estimate of the progress of the process in graphical terms. Once this is complete, all associated dialog boxes close and the program returns to the Main Menu.